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1956-1958 Publications

DALY CITY

ANNUAL REPORT

JULY 1, 1955 TO JUNE 30, 1956

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

December 12, 1956

H. I. STITES
CITY MANAGER

Honorable Members of the City Council
City of Daly City
Daly City, California

Gentlemen:

I am pleased to submit herewith the second Annual Report concerning the administrative activities of our City government.

This report covers the period from July 1st, 1955, to June 30th, 1956; and attempts to present in a brief, summarized form, the services of each department; the accomplishments of the past year; and the plans for the next.

The rapid growth of the City as indicated by our present population of 30,506 makes planning essential; and sites for future parks, libraries and civic buildings must be located before all land is utilized for other purposes.

The progress shown in the succeeding pages of this report has been made possible only by the guidance and cooperation of your Honorable Body and the excellent performance of all of our employees.

Respectfully submitted,

Howard D Stites

Howard I. Stites
City Manager

HIS/jan

Municipal Directory

CITY COUNCIL

Joseph J. Verducci, Mayor

Michael R. DeBernardi
Paul P. Hupf
Sanford G. Vickers
Del C. Wilson

Evelyn C. Mosman, City Clerk
Paul G. Selmi, Treasurer

PERSONNEL BOARD

Harry Bosbery, Chairman

John C. Degliantoni
Starr Dunham
Harry Brakebill
Clarence Schmidt

RECREATION & PARK COMMISSION

Edmund Cavagnaro, Chairman

Ann Carlson
Robert Cohn
Ann Eason
Louis Larcombe

LIBRARY COMMISSION

Lionel Farber, Chairman

Frank DeMartini
Maude Hanselman
Mrs. Grace Wood
Francis P. Pacelli

PLANNING COMMISSION

Julian D. Cohn, Chairman

Roy W. Foster
Edward A. Lopez
Anthony Masini
Thomas Tromborg

CIVIL DISASTER COUNCIL

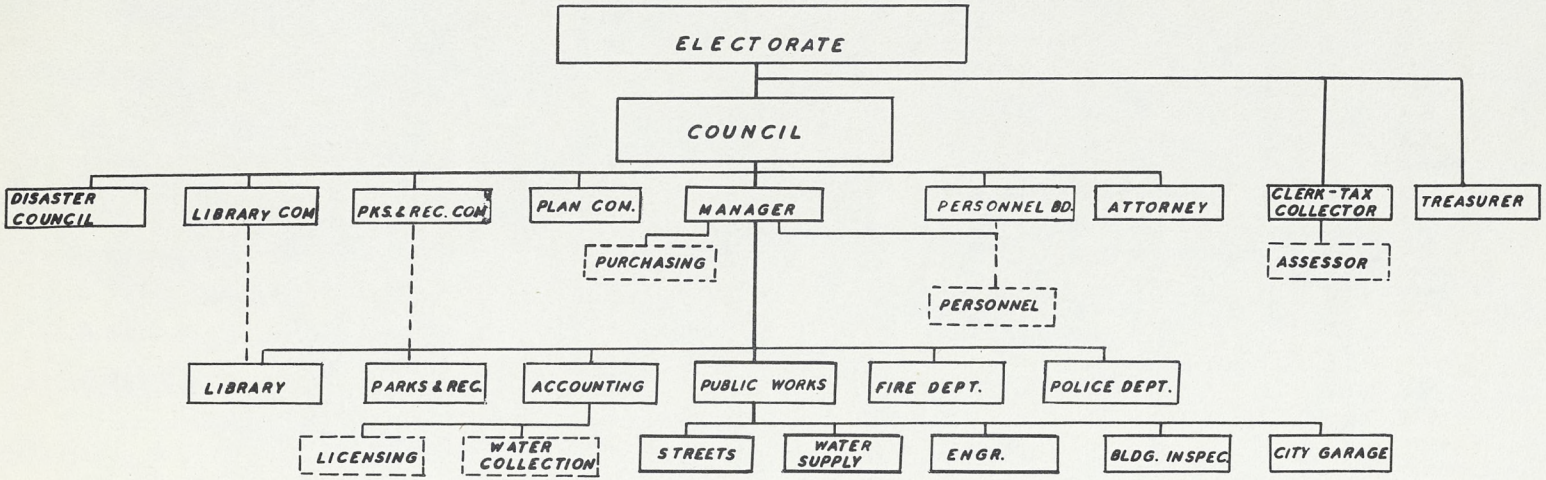
Joseph J. Verducci, Chairman

Fred Adams, Jr.
Emil Bertelli
Arthur T. Colvin
Andrew F. Castle
Michael R. DeBernardi
Paul P. Hupf
Joe Lewkowitz
Frank DeMartini
Leon Hurst
William Lesher
Owen MacNealy
McRoberts L. Stewart
Sanford Vickers
Del C. Wilson

ADMINISTRATIVE STAFF

City Manager.....Howard I. Stites
City Attorney.....Frank Blum
City Controller.....Jerome Scharfman
City Librarian.....Patricia Clark
Director of Parks and Recreation.....Frank Ingersoll (Acting)
Director of Public Works.....Cyril F. Weiler
Fire Chief.....John E. Kennedy
Police Chief.....Roland I. Petrocchi

DALY CITY MUNICIPAL STRUCTURE



KEY:

SOLID CONNECTING LINES = DIRECT SUPERVISORIAL AUTHORITY

BROKEN CONNECTING LINES = ADVISORY OR LIMITED AUTHORITY

SKELETAL BOXES = AN EX OFFICIO FUNCTION

SOLID BOXES = A MAJOR FUNCTION

HISTORICAL NOTES AND GENERAL INFORMATION

The origin of Daly City is probably as colorful, and certainly as unique, as those of any community in America.

Cities may grow up for any of a variety of reasons. There are "Boom" towns, farming towns, industrial towns, and cities that grew out of a military site. Daly City began as none of these. It is perhaps the only community of its size in the nation that owes its existence to one of the world's great natural disasters.

Before the San Francisco earthquake and fire of 1906, the area that was to become "old" Daly City was little more than a pastoral hill that had for centuries guarded the San Francisco terminus of "El Camino Real". About the turn of the century, a wealthy dairyman named John Daly, established a moderate sized farm upon the slope of that hill. Soon, the entire area became known as "Daly's Hill".

In April 1906, the highway from San Francisco still traversed Daly's Hill. Little wonder then, that after the earthquake hundreds of refugees sought sanctuary on its gentle slopes. Other victims of the holocaust, who had been quartered temporarily in the parks and dunes of Western San Francisco, also found asylum on the little promontory. It was not long, however, before the great influx of displaced persons overwhelmed the meager facilities on and around Daly's Hill. Farseeing citizens urged their fellows to incorporate, so that solutions might be found for their common problems.

On March 18, 1911, an incorporation vote was taken. Daly City was born.

In gratitude for his contribution to the incorporation movement, as well as for his philanthropic interest in the early refugees, the voters of the infant community bestowed upon it the name of John Daly.

Although it did not begin as one, in a sense Daly City has become a "Boom" town. In the short two-year period between 1954 and 1956, Daly City's population has been increased by nearly thirty percent. According to a special census taken in May, 1956, it has reached 30,506.

The "Boom" is not due to the discovery of oil or gold. People have found something of more permanent value here—Homes. As industry has grown around San Francisco and the peninsula, ever more families have found Daly City to be a good—and profitable—place to live. In addition, far-seeing and energetic developers have done much to make THE GATEWAY TO THE PENINSULA a behemoth among Northern California residential communities.

ACCOMPLISHMENTS DURING THE YEAR

- A Public Works Department was set up to provide unified direction and coordination for the various public works agencies.
- New mechanized earth moving and street repair equipment has been acquired for the Public Works Department and expansion of public work operations has resulted.
- Five miles of new streets have been added to the City's street system and extensive construction and repair programs are being continued.
- A new 1,600,000 gallon reservoir has been put into service.
- An extensive construction and improvement program involving Park and Recreation facilities is nearly completed.
- The new Westlake Park and Clubhouse have been opened.
- A new storm drain was completed on 1st Street.
- A new branch of the Public Library has been opened in Westlake.
- The Public Library system acquired over 2,000 new books.
- A new census has been taken and Daly City's population is now 30,506.
- The Fire Department acquired a "Vocalarm" system allowing communication between the fire stations and between fire alarm boxes and stations.
- An intensive home inspection campaign, designed to discover and eliminate fire hazards, was conducted by the Fire Department.
- A new fingerprint, filing and classification system, was inaugurated in the Police Department, thereby increasing its ability to make rapid criminal and reference identification.
- A Civil Disaster Council has been organized.
- A new Accounting Department was established and a re-organization of fiscal procedures is underway.

PLANS FOR THE FUTURE

- Additional electric accounting machines will be installed in the Accounting Department.
- All of the Accounting functions previously performed by the office of the City Clerk will be assumed by the Accounting Department.
- A "Property Accounting" system will be established in order to provide a complete and continuous inventory of all property owned by the City.
- Credit procedures will be revised in the handling of water bills, to provide a better follow up on overdue bills and more rapid notices of delinquency.
- New plans are being made to increase production and storage capacity in the Water Department.
- The street construction and improvement program will be continued throughout the year.
- Codification of City Ordinances will be completed by the City Attorney.
- The City Departments will undertake extensive Civil Disaster training programs.
- The facilities of the new permanent Westlake Library will be increased, and will include the circulation of phonograph records as well as books.
- A master plan of the Water Distribution System and a master plan of the Storm Drainage System will be initiated.

The Official Family in Action

LEGISLATIVE AND ELECTIVE OFFICES

- THE CITY COUNCIL
- THE CITY CLERK
- THE CITY TREASURER

THE CITY COUNCIL

PERSONNEL: 5
EXPENDITURES: 5,500

Duties

The City Council, elected by the people, has the sole authority and responsibility of making legislative policy which will effect the citizens of Daly City.

Decisions must be made on such important matters as the size and purpose of the budget, new and modern legislation, equalization of Tax Assessments, public improvements, agreements on annexation, and hearing any citizen who wishes to appear before the Council.

Administrative Accomplishments

As Daly City continues its rapid growth the Council has worked to improve the basic government functions which are so vital in allowing a growing city to flourish.

In this respect it has ordered the complete codification of all municipal laws; a task, which when accomplished, will greatly aid in interpretation and application of laws in specific instances.

In accordance with the Council's orders a Public Works Department has been established. This department is one of the most important in its service rendering activities, including maintenance and construction of storm drains, street and water supply facilities, building inspection and other municipal housekeeping jobs.

The Council has established a Central Accounting Department. This department, the heart of good public administration, will aid in eliminating duplication of accounting functions, cut down personnel needs by using modern accounting machines and methods, and will be able to render monthly reports of the City's financial status. The Council has taken appropriate action to remove the City from tax districts which are not now rendering services to Daly City, thus substantially reducing the tax levy.

Among the year's accomplishments was the establishment of a Jitney Service to facilitate transportation in and around Daly City. This action was taken after hearings before the State Public Utilities Commission.

THE CITY CLERK

PERSONNEL: 3
EXPENDITURES: 27,427

Duties

The City Clerk, one of Daly City's seven elected officers, is the official secretary for the Council. He maintains complete, accurate records of all legislative proceedings, and in his custody are all official documents.

As the ex officio City Assessor, the Clerk makes periodic assessments of each parcel of property and each property improvement within the City. In this connection he prepares assessment roles for use when taxes are collected and he records veterans exemptions when they are properly applied for. The Council has also authorized the Clerk to collect current and delinquent City taxes, fees for rezoning, and fees for sub-division inspection accompanying applications.

It should be added that all municipal elections are supervised by the Clerk. Moreover, his office provides a regular service for citizens who desire to register as voters.

General Information

During the fiscal year 1955-56 the Council passed 76 resolutions and 10 ordinances all of which are on file for public inspection in the Clerk's office. An estimated 2,500 persons visited the Clerk's office to examine or obtain copies of Ordinances and Resolutions.

On April 10, 1956, approximately 57% (6,180) of the City's 10,804 registered voters cast ballots in a regularly scheduled election. Shortly thereafter on May 15, 1956, 4,046 persons . . . about 37% of those eligible visited 36 polling places in response to a specially called election.

During the fiscal year 1956-57, the Council acted to regulate and centralize the City's financial and accounting functions. By changing the position of Controller to that of Director of Finance, the office of the City Clerk has been relieved of all accounting functions.

THE CITY TREASURER

PERSONNEL: 1
EXPENDITURES: 5,298

Duties

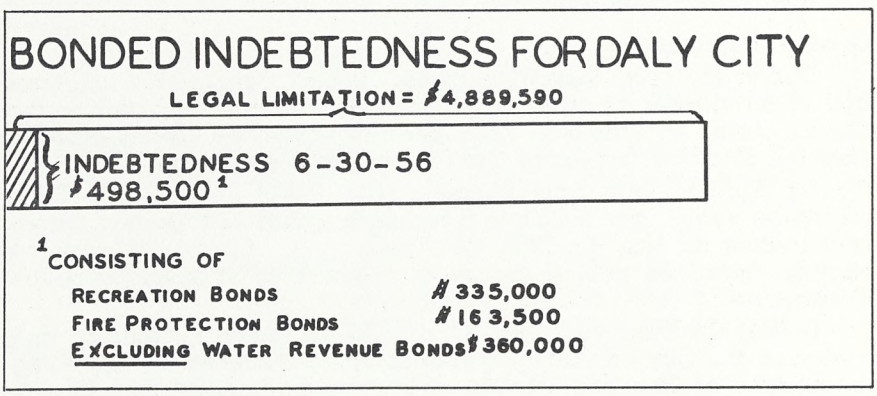
The Treasurer is elected from the City at large for a term of four years. He is the official custodian of all municipal funds and is responsible for their safety and availability.

The City's monies are kept in two distinctly separate accounts. The first account is for money which will be spent, according to the budget, within the first half of the fiscal year; this account is referred to as the Active Account and is deposited in one bank in the City.

The second account contains money which is either a reserve or earmarked for expenditure at a later date. These funds are referred to as Inactive. Because these funds amount to a rather large sum it is quite profitable for the City to deposit them in a term account which draws interest.

It is the primary duty of the Treasurer to determine how to deposit the money contained in the Inactive Account in local banks in such a way as to gain maximum security and a reasonable rate of return. Accordingly the Treasurer deposits the money in banks which insure it against loss by posting bonds. As in all municipalities the money be invested only in the safest security obtainable—Government Bonds.

Duties of a more routine nature performed by the Treasurer are as follows: Daily collection of revenues from departments connected with licensing, fines or other sources of revenue, the deposit of the collected revenue into special Funds or General Funds, and maintenance of a permanent record of all funds and a record of their disbursements. In addition all warrants must be countersigned by the Treasurer before they are valid.



General Information

As part of the recent drive for maximum fiscal efficiency and public service, the Council has arranged for the Treasurer's office to be operated on a full-time 40 hour week, basis. It did so by increasing the Treasurer's salary from $75 per month, to $200 per month.

Incident to its increased operations, the Treasurer's office was removed from its former address and relocated in Room 5 of the City Hall.

During recent months, the Accounting Department has assumed many of the purely accounting functions that were formerly performed by the Treasurer and other officials. As the new accounting office continues to assume these functions the Treasurer will be free to devote his full time to the tasks for which his office is uniquely responsible.

ADMINISTRATIVE

- THE CITY MANAGER'S OFFICE
- THE ACCOUNTING DEPARTMENT
- CITY ATTORNEY
- POLICE DEPARTMENT
- FIRE DEPARTMENT
- PARK AND RECREATION DEPARTMENT
- PUBLIC LIBRARY
- PUBLIC WORKS DEPARTMENT

CITY MANAGER'S OFFICE

PERSONNEL: 5
EXPENDITURES: 29,301

Functions

Daly City adopted the Council Manager system of government in June, 1955.

The City Manager is charged with the responsibility of carrying out all the administrative actions necessary to make the policy decisions of the City Council effective. This means he becomes the administrative head of the municipality and has direction over most phases of its activities. For instance, he is responsible for preparation and control of the budget. He administers the personnel policies of the Council. The City Manager also has the authority to make all purchases for the City.

Working with the department heads, the City Manager supervises and coordinates the activities of all the operating departments. He also has the authority to conduct surveys and studies which will furnish him with facts and information contributing to better operations of the departments.

As a professional administrator the City Manager makes many recommendations to the City Council on detailed technicalities ranging from cost of street repairs to salary changes for particular positions. However, the City Manager is subordinate to the Council and subject to their final decisions, therefore he must always accept the Council's final policy decisions and carry them out.

Recent Activities

After the installation of the City Manager, action was immediately taken to centralize government functions. The objectives of this action were those which all modern municipalities strive to obtain—well defined lines of authority and responsibility, elimination of duplication of functions, elimination or reclassification of positions within departments.

As the first step in Centralization the City Manager's Office established the position of City Buyer.

The Buyer has the authority to purchase all materials and supplies needed by the City. This means he frees department heads from time consuming purchasing details. He has a thorough knowledge of current price levels and methods used in volume purchasing which allows Daly City to obtain maximum value for its dollars.

Fiscal reorganization was another step taken by the City Manager in the program of centralization. By eliminating duplication of effort and installing modern accounting methods, Daly City is now rapidly gaining one of the most efficient financial systems available.

Another step in centralizing administration was the establishment of a Department of Public Works, to co-ordinate all the agencies involved in public works projects. Such a department will give greater efficiency and economy, to a phase of government in which great amounts of money must be spent.

Also the City Manager, under the direction of the Personnel Board, has launched a program to modernize and revise the personnel system. The first step taken was a complete survey analyzing positions, according to their duties, responsibilities, salaries, and line of advancement. This type of information is highly valuable in determining future salary increases, number of additional employees needed, granting promotions, and administering examinations.

The second step, one still in progress, was launching a project of complete revision of personnel records. All employees' records are being surveyed and verified to make certain they are current and accurate. This project is important both to the City and the employee for it will affect pay raises, vacations, and anniversary dates.

THE ACCOUNTING DEPARTMENT

PERSONNEL: 7
EXPENDITURES: 34,123

Functions:

Shortly after the previous fiscal year had commenced, the City Council directed the Manager to supervise the establishment of a municipal Accounting Department. The purpose of the Council's order was to insure that its carefully planned fiscal year programs would receive the full benefit of modern, centralized financial control, and the economies realized from such a system.

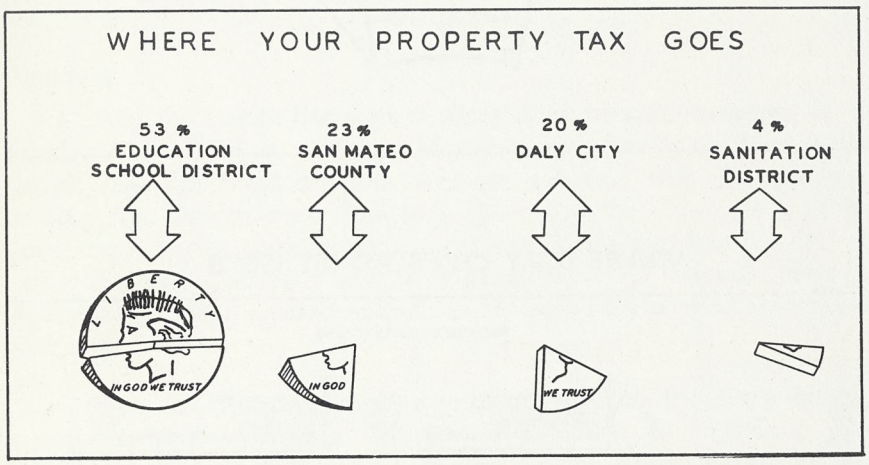
The new department was immediately charged with certain basic accounting functions. It is required to maintain all of the accounts necessary to render a complete, up-to-the-minute report on the status of city funds. The same accounts must enable the Council and the Manager to maintain maximum control of municipal finances. This, "Budgetary Control Accounting", process is set up so that there is a constant comparison of expenditures, and remaining funds.

The procedure involves keeping sustained records, in order that department heads may be furnished with current reports regarding the condition of their expenditure accounts. The Accounting Depart-

ment checks all proposed expenditures before purchases are contracted, to make sure that sufficient money is available in the departmental account.

Planning projected expenditures on a quarterly basis is also an element of good budgetary control. By checking proposed purchases against the department's expenditure plan for the current quarter, the Accounting Department helps to regulate purchasing and proportion it more evenly over the year.

As a staff agency, the Accounting Department may be called upon by the City officers whenever its professional advice or services are needed.



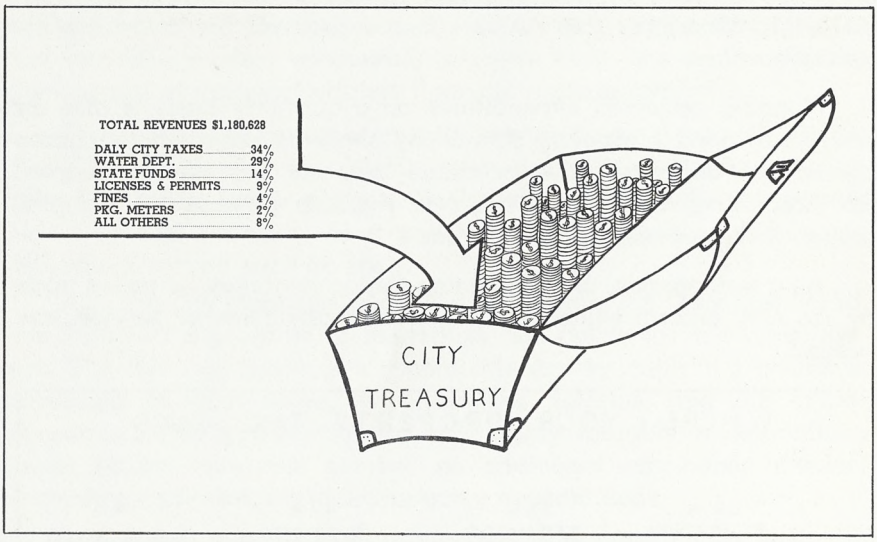
Activities

In addition to the procedures already discussed, the department has begun "Job Cost" accounting. This process will enable administrators to compare the actual cost of projects with previous estimates, thereby providing an added measure of fiscal control, and useful information when future project costs are to be estimated.

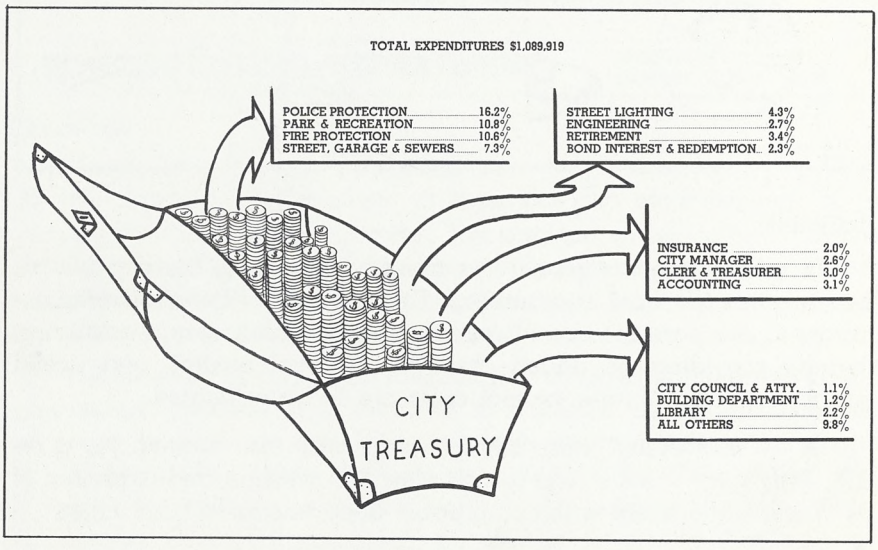
A "Water Utility" accounting system was also started. As a result, Daly City will be able to compare the revenue and expenses of its Water Department with comparable departments in other cities.

The task of billing and collecting for water use was assumed by the Accounting Department, and the techniques involved were modernized and mechanized. An annual saving of $8,500 in expenses has resulted.

WHERE DALY CITY'S MONEY COMES FROM



WHERE DALY CITY'S MONEY GOES



THE CITY ATTORNEY

PERSONNEL: 1
EXPENDITURES: 6,400

Functions

The City Attorney is appointed by the Council. He is the city's official representative in matters of an essentially legal character.

As legal advisor to all departments, the Attorney draws up the contracts to which Daly City is a party, and he makes certain that proposed municipal legislation is in legal form. In addition, the Attorney prosecutes violations of City Ordinances, and he appears for the city in Civil Court.

Activities

During the recent fiscal year, Daly City became involved in a number of Civil Court cases, all of which were finally resolved in its favor. Most significant of these disputes, perhaps, was the one concerning the Ocean Shore Railroad. Following the Council's instructions, the Attorney successfully convinced a Civil Court that the Ocean Shore Railroad Company was truly abandoned. As a result, the city is enabled to make needed extensions of South Mayfair and Southgate Avenues.

Earlier, the Attorney argued several cases in the city's behalf before the Public Utilities Commission. In one such case a desired bus franchise was granted; in another, the city successfully protested the operation of a Bus Company in territory adjacent to it.

A new system of preliminary hearings was established by the Attorney's office, the effect of which has been to reduce the number of Ordinance violation cases that require a Court trial. Since these new procedures were introduced, only two violation cases were prosecuted by the Attorney. Both resulted in convictions.

As the Council has directed, work has proceeded on the codification of city Ordinances. To date, many Ordinances have been codified and although not yet adopted by the Council, they are being reviewed by those Department Heads whose offices will be affected.

THE POLICE DEPARTMENT

PERSONNEL: 30
EXPENDITURES: 176,437

General Information

The Daly City Police Department is organized to make maximum use of the resources that are available to it, in order that the community will be provided with the utmost possible protection.

In addition to the functions of patrol, investigation, apprehension and traffic supervision, the department's 30 professional officers are trained to handle civil emergencies and disasters of all types. An additional measure of protection is provided by the Special Police Reserve, which consists of 25 fully trained and experienced volunteer officers.

General Activities and Innovations

During the past fiscal year, the Police Department was relieved of several functions that did not concern law enforcement. The transfer of these functions made it possible to make complete and more economical use of trained police personnel and expensive law enforcement equipment.

In this same connection—personnel economy—it was decided to replace with civilian employees all officers who were engaged in work that did not require actual law enforcement. As a result, the officer who had formerly acted as Dispatch-Clerk has been restored to police duty. A less highly paid civilian employee has been appointed Dispatch-Clerk.

To increase general operating efficiency, a new fingerprint classification filing system was inaugurated.

The "in service" first aid training program has been stepped up.

On June 6, 1956, the department participated for the first time in the State of California's annual "Operation Alert". Every member of the department, all of the special reserves and nearly 85 members of the Daly City National Guard Unit took part. The operation was set up to serve a number of purposes. First, it was designed to familiarize public safety personnel with the type of coordination that would be required in the event of a civil disaster of major proportions. Second, it attempted to test the adequacy of existing disaster plans and equipment. Finally, it was hoped that deficiencies might be recognized and remedied. From the standpoint of this department, the test was practical and educational.

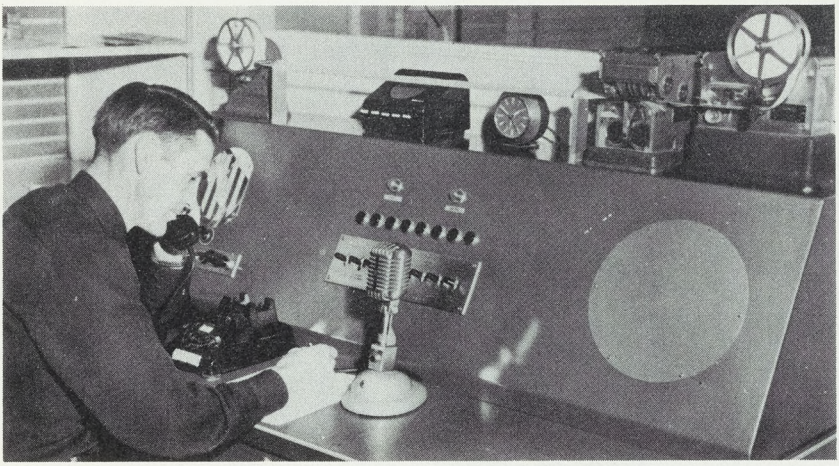
It is expected that the department will add two additional patrolmen and create two more supervising officers during the next fiscal year. It should also be reported that Daly City incurred its first traffic fatality since 1951 last year.

During the period of this report the department recovered $283,-346.19 worth of lost or stolen property.

Specific Activities: Fiscal year 1955-56*

Radio dispatched calls	58,865	Traffic citations issued	14,868
Complaints received	14,972	Fire alarms responded to	210
Emergency cases aided	1,604	Criminal arrests made	537
Traffic Accidents investigated	429	Police car mileage	197,591
Accident injuries reported	122		

*The Daly City Police Department receives all phone calls for the Broadmoor Police Department, and transmits and receives all radio communications for them; however, this information is not included in the previous breakdown.



Vocalarm System in Operation

THE FIRE DEPARTMENT

PERSONNEL 19
EXPENDITURES: 115,675

General Information

The Daly City Fire Department is composed of two full time Fire Companies. Nineteen men are on these two Fire Companies giving Daly City its first line of defense against fire.

The second line of defense is three volunteer Fire Companies numbering in total forty five men, all trained and experienced in fighting fires. These volunteers assist the regular fire companies on those very rare occasions when the "regulars" can not overcome the fire. The Volunteers are paid on a call basis.

For the suppression of fire the Department maintains two regular fire houses and fire trucks. The three Volunteer Companies also have separate fire houses and trucks giving the City a total of five companies and five trucks with complete equipment for each company.

Recent Activities

During the past fiscal year department personnel have installed or supervised installation of fifteen new alarm boxes, additional underground elements to the existing systems and the new Vocalarm system.

The addition of the "Vocalarm" makes direct communication possible between Fire Stations and between street boxes and stations. The installation of the Vocalarm and the fifteen new fire alarm boxes culminates a communications improvement program that was begun early in 1955.

As part of the program begun last year, the department has conducted widespread fire-prevention inspections of public and commercial buildings.

Daly City played host to the personnel of several Bay Area Fire Departments at an Officers Training Course, conducted by the State Department of Education at the Westlake Fire Station.

Special training sessions were attended by Fire Department personnel covering Arson Detection, Fire Training, and Fire Department Administration.

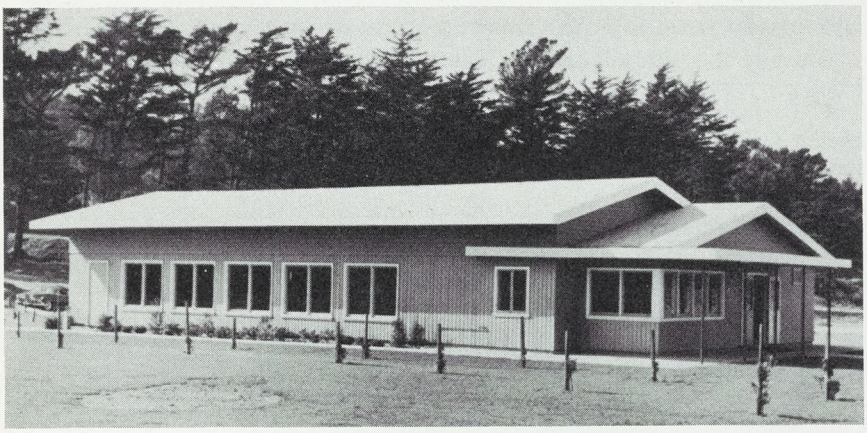
In coordination with the other municipal agencies the Fire Department has worked on a plan established by the Civil Disaster Council.

In the last twelve months of the period covered by this report, the Fire Department responded to 580 calls:

ELECTRICAL FIRES	30
RUBBISH FIRES	32
WASH DOWN	18
GRASS FIRES	36
LOCK OUTS	121
AUTO ACCIDENTS	6
RESUSCITATION CALLS	12
MISCELLANEOUS	82
FALSE ALARMS	71
HOUSE FIRES	65
SMOKE FIRES	49
AUTOMOBILE FIRES	18
POLE FIRES	3
GAS LEAKS	4
STORM DAMAGE	24
CALLS ANSWERED OUTSIDE DALY CITY	9

Calls were received by the Department in the following manner:

Fire Alarm Boxes	102
Police Department Transfer	47
Phone	431
Total	580



The New Westlake Clubhouse

THE PARKS AND RECREATION DEPT.

PERSONNEL: 33
EXPENDITURES: 118,135

General Information

The Parks and Recreation Commission was created by the Council to provide advice and guidance in all matters that involve the maintenance of public parks or the formulation of a municipal recreation program. The five Commissioners, who serve entirely without compensation, are assisted by the Director of Parks and Recreation, who acts as the Commission's Executive Secretary.

In addition to the full-time Director, acting under the supervision of the City Manager, the Parks and Recreation Department employs twenty-four persons. Of these, fourteen persons are directly engaged in supervising, organizing, and programming recreational activities on a part-time basis. Other employees include: Five full time Park Maintenance Men, two general maintenance men, and one part-time stenographer, and one custodian.

Programs and Activities

The long anticipated dedication of the new Westlake Park and Clubhouse occured on March 18, 1956. Immediately after the dedication, the new facilities were integrated into the city's master recreational program. Moreover, the Clubhouse has been utilized regularly by the Boy Scouts of America, the American Legion, the Young Mothers' Club, Hadasah Club, Westlake Auxiliary, and the Girl Scouts of America. Recreational activities of varied types continue to be scheduled at Frankfort Park, Marchbanks Park, Edgewood Park, Lincoln Park, and Community Center, and Westlake School.

In recent months a number of improvements have been completed at the following sites: 101 Parkview, Peoria Scout House, Bellevue Scout House and Lincoln Playground. A large scale "face-lifting" pro-

ject is currently in progress at the Frankfort Park. Finishing touches on the War Memorial Building should be completed shortly.

During the school year, trained recreation leaders supervise all of the playgrounds from 3:30 P.M. until 5 P.M. on weekdays and from 10 A.M. until 5 P.M. on Saturdays. Unless special events—such as dances or athletic events—interfere, the Community Center is scheduled to be open daily from 7 P.M. to 9 P.M.

Marchbanks Park is also operated on Sundays to accommodate baseball enthusiasts.

The entire recreation program is altered and expanded during the Summer months. In addition to the regular games and facilities, the vacationing Daly City youngsters may participate in a variety of special activities that cannot be scheduled feasibly during the Winter months.

THE PUBLIC LIBRARY

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PERSONNEL:	**6**
EXPENDITURES:	**24,903**

The New Westlake Library

General Information

The Daly City Public Library now has two branches. One is located at 6351 Mission Street. The other occupies space at 34 Park Plaza Drive in the Westlake area.

The Library, established by the Council, is directed, as to policy by the Libary Board and Librarian, under the direction of the City Manager.

Helping to solve the many problems concerning the Library is the Library Board, consisting of five citizens who give a great deal of time to making studies and gaining information which will allow the Council to reach decisions concerning the Library and its functions. This board of public spirited citizens serves without compensation.

The City Librarian is responsible for the day to day supervision and maintenance of the Library. Working with the City Manager and the Library Board, the Librarian carries out the professional functions

which are so important in maintaining good library facilities and service.

Service

The Mission Street Library is open from 10 A.M. to 9 P.M. on weekdays and from 10 A.M. to 5 P.M. each Saturday.

The Westlake Library, which is also available to the residents of Broadmoor, is open from 1 P.M. to 5 P.M. on weekdays, Saturdays from 9 A.M. to 1 P.M. and in addition, it is open evenings from 7 P.M. to 9 P.M.

During the fiscal year 1955-56 the system accommodated 9,080 registered borrowers. Circulation totaled a record 97,537 volumes.

Such special services as visiting school classrooms, conducting children's story hours, answering questions, and welcoming youth organizations on tours of the library were provided during the year.

Important Events

Probably the most important development of the year was the opening of the new library in the Westlake Shopping Center. Established on April 16, 1956, the branch is a cooperative venture, being stocked jointly by Daly City and San Mateo County.

The Library system operated a temporary Westlake branch during the summer months of 1955 which emphasized the circulation of juvenile books.

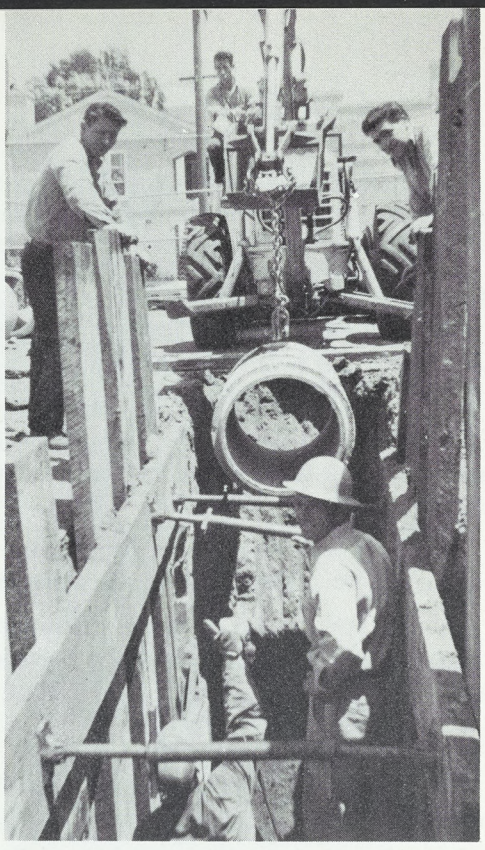
During the year, substantial additions were made to the furnishings and equipment of the Mission Street Library, and a complete inventory of the Library's books was made. The book stock was increased by 2,124 books bringing the total city stock to 12,579 books.

A Friends of the Library group was organized February 13, 1956, the membership of which has grown to about two hundred. The Friends were very active in connection with the opening of the branch library, and have subsequently assumed a prominent role in the development and operation of the Summer Reading Program for children.

The increased community interest in the Library, occasioned by the opening of the branch and the founding of the Friends of the Library, has brought many worthwhile gifts of books to the system. Another important donation was a cash presentation made at the opening ceremonies at the Westlake-Broadmoor Branch, from the P.T.A. This check, amounting to over $100, will purchase phonograph records to be circulated by the Library.

PUBLIC WORKS DEPARTMENT

PERSONNEL: 29
EXPENDITURES: 359,202



"Laying 1st Street Storm Drain"

The integration of Daly City's various public works agencies was accomplished on August 1, 1955. On that date a newly appointed Director of Public Works assumed responsibility for supervising and coordinating the activities of the Street, Engineering, Water and Building Inspection Departments, as well as the Municipal Garage.

Street Department

During the fiscal year 1955-56, the Street Department extended Daly City's road system some four and a half miles. By the end of the same year the department was responsible for the maintenance and repair of a total of 57.5 miles of street. It is expected that city wide building developments will require similar additions to the system during the ensuing year.

The steady increases in mileage have rendered it somewhat impractical for the city to have all of its heavy street repair and construction done by private contractors. Therefore, the Public Works Department has acquired several items of equipment that will enable the Street Department to perform many services and functions that it was previously incapable of performing.

Engineering Department

An Engineering Section was added to the Public Works Department in September 1955. It consists, at present, of two Engineering Aids and the Director of Public Works, who serves as City Engineer. Nearly all of the engineering maps, plans, and records that have been required since September 1955 have been provided by the new Engineering section. In addition, it is the function of the new section to procure and maintain comprehensive data concerning all of the Public Works Department's programs, assets, and installations. Moreover, it provides the necessary plans and designs for projected municipal improvements.

Building Inspection Department

The Building Inspection Department issued 772 building permits during the recent fiscal year. The resulting construction has been valued at $48,391,911. The Building Inspection Department is located, with the Engineering Department, in the Public Works Offices on the upper floor of the War Memorial Building. Due to increases in building construction, a full time Electrical Inspector-Electrician was added to the Building Inspection staff May, 1956.

Water Department

The water production, storage, and distribution facilities of Daly City are operated by the Water Department. The Water Department operates eight wells, the combined output of which is 4,651,200 gallons each day. Municipal water is stored in five reservoirs, with a total capacity of 5,850,000 gallons.

At present, Daly City has 9,400 water meters in service, and its residents consume an average of 3,500,000 gallons of water a day.

In anticipation of increased demands for water the minimum meter size has been increased from 1/2 inch to 3/4 pipe.

FOR YOUR INFORMATION

The City Council meets every second and fourth Mondays (Tuesday if Monday is a holiday). at 8 P.M. in the Council Chamber, City Hall, 75 Wellington Avenue. You are cordially invited to attend.

FOR TELEPHONE SERVICE

DEPARTMENT	CALL	ASK FOR
POLICE		
Emergency	PLaza 5-4212	Police Emergency
Information	PLaza 5-0850	Police Dept. Information
FIRE		
Emergency	PLaza 5-4212	Fire Emergency
Information	PLaza 5-0496	Fire Dept. Information
WATER BILLS	PLaza 5-0850	Extension 20
PUBLIC WORKS	PLaza 5-0850	Extension 10
LIBRARY	PLaza 5-0850 (PLaza 5-0505) (Sat, Sun, After 5 P.M.)	Extension 16
PARKS & RECREATION	PLaza 5-0850 (PLaza 5-1882) (Sat, Sun, After 5 P.M.)	Extension 18
CITY MANAGER	PLaza 5-0850	Extension 11
CITY CLERK	PLaza 5-0850	Extension 7

BALLY CALIFORNIA

1956 1957 ANNUAL REPORT

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

H. I. STITES
CITY MANAGER

Honorable Mayor and City Council
Daly City, California

Gentlemen:

Again it is my privilege and pleasure to report to your Honorable Body, and through you to the people of our City, the results of your commendable purposes and objectives established during the past year. These accomplishments reported by the various departments in the administration of our City affairs reflect the diligence with which the Council attacked the problems of government.

Two phases of municipal progress stand out in a review of the year's activities...First, the resumption of the rapid rate of population increase which lagged in the early part of 1956. Second, the development of a sound, long term plan for the accomplishment of needed Capital Improvements which have not been able to keep pace with the City's phenomenal growth. The Council's plan for the participation of citizens from every segment of community life in the development of this program will assure the people that every recreational, educational, and cultural need will receive its merited consideration. Lack of means to finance sorely needed, long term capital improvements continues and will continue to be the most difficult problem facing the Council.

The work of the Civil Disaster Council in planning and developing the "Daly City Plan" for meeting the emergency needs of our people reflects a sincerity of purpose characteristic of our citizens.

Though the achievements reported on the following pages result primarily from the wisdom, judicious legislation, and tireless efforts of your Honorable Body, I should like to express my sincere gratitude to my staff and to each employee whose loyalty and zealous application to the service of the public have made the administration of our City affairs an honor and a pleasure.

Respectfully submitted,

H. I. Stites

H. I. Stites
City Manager

HIS/jo

ATHENIAN OATH

"We will never bring disgrace to our City by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks; we will fight for the ideals and sacred things of the City, both alone and with many; we will revere and obey the City's Laws and do our best to incite a like respect and reverence in those about us; and thus, in all these ways, we will strive to transmit this City not only not less, but greater, better and more beautiful than it was transmitted to us."

MUNICIPAL DIRECTORY

CITY COUNCIL

Joseph J. Verducci, Mayor

Micheal R. DeBernardi
Francis P. Pacelli
Sanford G. Vickers
Del C. Wilson

Evelyn Mosman, City Clerk
Paul G. Selmi, Treasurer

PERSONNEL BOARD

Harry Bosbery, Chairman

Melford D. Battye
Harry Brakebill
Starr Dunham
Albert Polonsky

LIBRARY COMMISSION

Dr. Lionel Farber, Chairman

Grace Woods
Maude Hanselman
Frank DeMartini
Dan Casentini

PLANNING COMMISSION

Julian D. Cohn, Chairman

Richard T. Dwyer
Roy W. Foster
Anthony Masini
Thomas Tromborg

RECREATION AND PARK COMMISSION

Robert Cohn, Chairman

Edmund Cavagnaro
Ann Eason
Louis Larcombe
Joseph Sarto, Sr.

CIVIL DISASTER COUNCIL

Joseph J. Verducci, Chairman

Fred Adams, Jr.
Emil Bertelli
Arthur Colvin, Vice-Chairman
Andrew Castle
Micheal R. DeBernardi
Joseph Lewkowitz
U. R. Kendree
Frank DeMartini
Leon Hurst
William Lesher
Francis P. Pacelli
McRobert Stewart
Sanford G. Vickers
Del C. Wilson

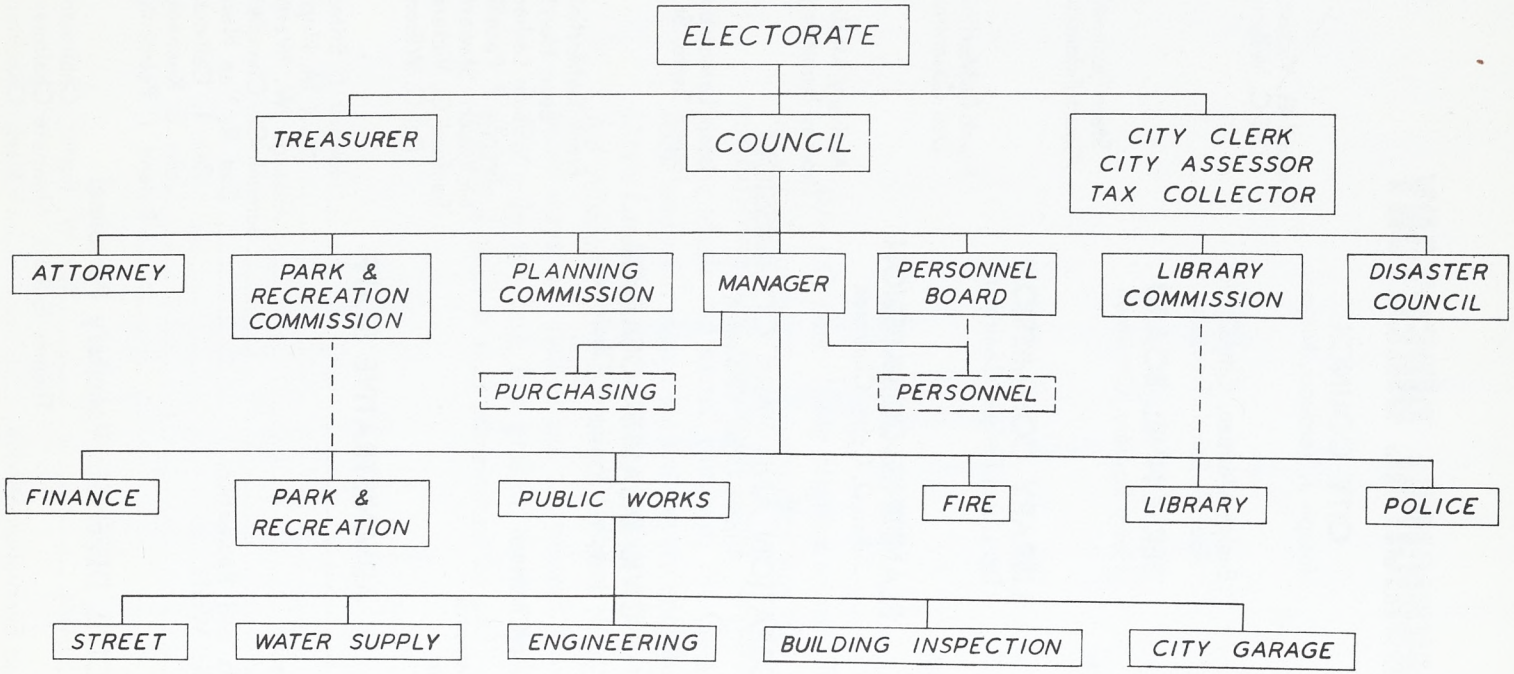
ADMINISTRATIVE STAFF

City Manager.....Howard I. Stites
City Attorney.....Paul M. Hupf
Director of Finance.....George W. Watts
City Librarian.....Samuel C. Chandler
Director of Parks and Recreation.....Dee R. Van Nest
Director of Public Works.....Otis T. Calhoun
Fire Chief.....John E. Kennedy
Police Chief.....Roland I. Petrocchi

CIVIL DEFENSE: Voluntary Personnel

Communication Service.....Roy W. Foster, Chairman
Thomas Gilbert, Alternate Chairman
Transportation and Evacuation Service.....Jack Blank, Chairman

DALY CITY MUNICIPAL STRUCTURE



KEY:

SOLID CONNECTING LINES = DIRECT SUPERVISORIAL AUTHORITY
BROKEN CONNECTING LINES = ADVISORY OR LIMITED AUTHORITY
SOLID BOX = A MAJOR FUNCTION

HISTORICAL NOTES AND GENERAL INFORMATION

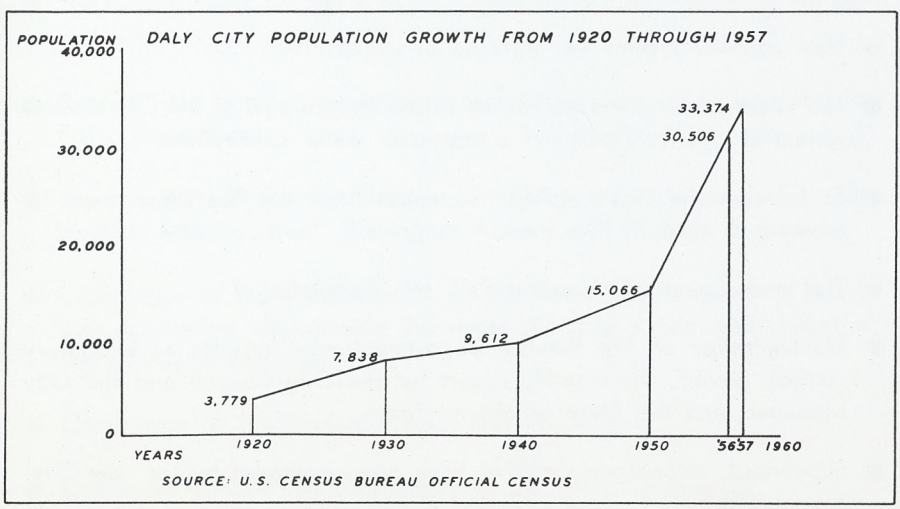
Population (estimated 1957)	33,374
Area:	4.73 Sq. Miles
Assessed Valuation: (1956-1957)	29,648,235

Daly City is located on the Northern-most rim of San Mateo County. Unlike San Francisco and many of our neighbors to the south, Daly City is almost exclusively residential. The convenience of having fourteen elementary and two high schools, while being away from the teeming crowds of a metropolis and the smoke and noise of industry, has resulted in a peaceful, urban development.

The residential nature of Daly City can be attributed to one of the greatest disasters in the history of California: The earthquake and fire of San Francisco in April of 1906. San Franciscans, fleeing the havoc of fire and panic, took refuge on a quiet, green, dairy farm belonging to John Daly. When the ravages of the disaster had subsided, many of the refugees returned to San Francisco to start rebuilding the "City that was"; however, a portion of the farsighted remained behind, feeling that perhaps John Daly's "hill" might prove a better future. Their faith in Daly's "hill" took concrete shape, when, in 1911, the city of Daly City was incorporated under the laws of the State of California.

From 1911 through 1950, Daly City was slowly developing along the lines of a residential community. The rate of growth was not spectacular. Daly City was entrenching, spreading roots that would last, and developing traditions.

The beginning of the third quarter of the 20th Century has shown a more rapid gain. The population has grown from 15,066 in 1950 to over 33,300 in 1957. This increase has come about through the intensification of residential development. As a partial fulfillment of those early refugees' faith and vision, Daly City is now emerging as one of the major communities in this area.



ACCOMPLISHMENTS

- The orderly codification of the City's ordinances was begun.
- Revision of the City's Personnel Rules and Regulations was begun.
- Daly City annexed 378.37 acres of land. It has been estimated that an increase of 12,500 new residents will result.
- A new garbage disposal site was acquired.
- The firm of Hahne, Wise and Associates was commissioned to develop a master-plan to guide our City's growth.
- A contract totaling over $45,000 was awarded for the completion of the interior of the War Memorial Community Center.
- Preparation of a Civil Defense booklet, which will cover evacuation routes, warning signals, and precautions to take prior to an emergency, was begun.
- Approximately 2 miles of City streets were resurfaced.
- A new storm drain between Junipero Serra and Railroad Avenue on 88th Street was installed.
- A parking lot was constructed in the rear of the City Hall.
- A project of improvements in Frankport Park was completed.
- New sprinkler system was installed at Lincoln Park.
- The Westlake area was connected to the eastern part of the City's water system by the installation of a cross-over water connection.
- To increase the City's ability to combat fires, the Fire Department increased its staff by five men.
- The landscaping of Westlake Park was completed.
- Mechanization of the Finance Department now includes all budgetary control, payroll, the monthly report for the City Council and the City Manager, and the State retirement forms.
- Supervised, recreational facilities have been increased by the new City-School Joint-use or cooperative program.

PLANS FOR THE FUTURE

- Establish a meter repair and testing shop.
- Resurface approximately 10,560 lineal feet of city streets.
- Design and construct a new Westlake Reservoir.
- Install a sprinkler system for Westlake Park.
- Construction of a new well is to begin.
- Market Street, between Hillside and Atlanta, will be improved by the construction of a storm drain and pavement.
- Realignment and improvement of a portion of Edgemar Road.
- Traffic signals are to be installed on Mayfair Avenue and Lynnewood Drive.
- A survey of our total fire protection system is to be undertaken by the National Board of Fire Underwriters. The purpose is to demonstrate that our City has improved its fire protection system and therefore should have a lower insurance rate.
- A master water production and distribution plan is to be developed and put into effect.
- The Civil Defense booklet is to be completed and distributed to the general population.
- Replacement of all communication equipment now being used by the Police Department.
- Improvement of the signalization of Mission Street between San Jose Avenue, Mission Street, Wellington Avenue, and Knowles Avenue.
- Completion of the mechanization of the Finance Department to include cost accounting, streamlining the water billing to a one man operation, and all payroll activities.
- Completion of the Personnel Rules and Regulations.
- Continued work on the codification of the City's Ordinances.

COUNCILMEN AT WORK

From left to right: M. R. DeBernardi, F. P. Pacelli, Mayor Verducci, S. G. Vickers, D. C. Wilson

LEGISTLATIVE AND ELECTIVE OFFICERS

- THE CITY COUNCIL
- THE CITY CLERK
- THE CITY TREASURER

THE CITY COUNCIL

EXPENDITURES: 5,500

These are the officials, elected by the people, who are entrusted with the legislative powers of Daly City. The councilmen are five in number, and are elected to office every even numbered year. Two councilmen are elected one year, and three councilmen are elected on the following even numbered year. The Mayor, selected by the councilmen from within their ranks, acts as president of the Council and is the official head of Daly City.

As a group, the councilmen are concerned with establishing policies under which the City government is to be directed. The Council reviews, modifies, and adopts the City budget after preparation by the City Manager. The Council, after approving the budget, establishes a tax rate sufficient to provide enough revenue to carry out the planned programs of the various departments. In addition, the Council hears any citizen or group of citizens who wish to appear before them.

During the past year, the Council held a total of twenty-five regular meetings. During those meetings, the Council passed 24 new ordinances and enacted 100 resolutions. In spite of low revenue, the City Council was able to maintain a balanced budget, while providing the City with many improvements. Among the Council's more important accomplishments, the negotiation leading to the annexation of over 300 acres of land holds a high place. The Council's action in letting the contract for the completion of the interior of the War Memorial was the culmination of much effort by the Council in behalf of the citizens of Daly City.

The councilmen are directly responsible for the accomplishments of all the City's departments. It is through their decisions and direction that the various programs are instituted.

THE CITY CLERK

PERSONNEL: 3
EXPENDITURES: 18,630

Duties:

The City Clerk acts in the capacity of official recording secretary for the City Council, and is the custodian of the City's records and documents. In addition, the Clerk is the City Tax Collector and Assessor. As Tax Collector, it is the duty of the Clerk to prepare and maintain the tax rolls, accept and process applications for Veterans Tax Exemptions, prepare and collect tax bills, and prepare personal property tax statements.

The City Clerk is responsible for the administration of all municipal elections, recording voter registrations, and posting all public notices of elections.

Maintaining all ordinances and resolutions passed by the City Council is a function of the Clerk. It is estimated that from July 1, 1956, through June 30, 1957, that 5,000 people visited the Clerk's office to examine or obtain copies of the various documents. The term of office of the Clerk is four years.

THE CITY TREASURER

PERSONNEL: 1
EXPENDITURES: 5,311

Duties:

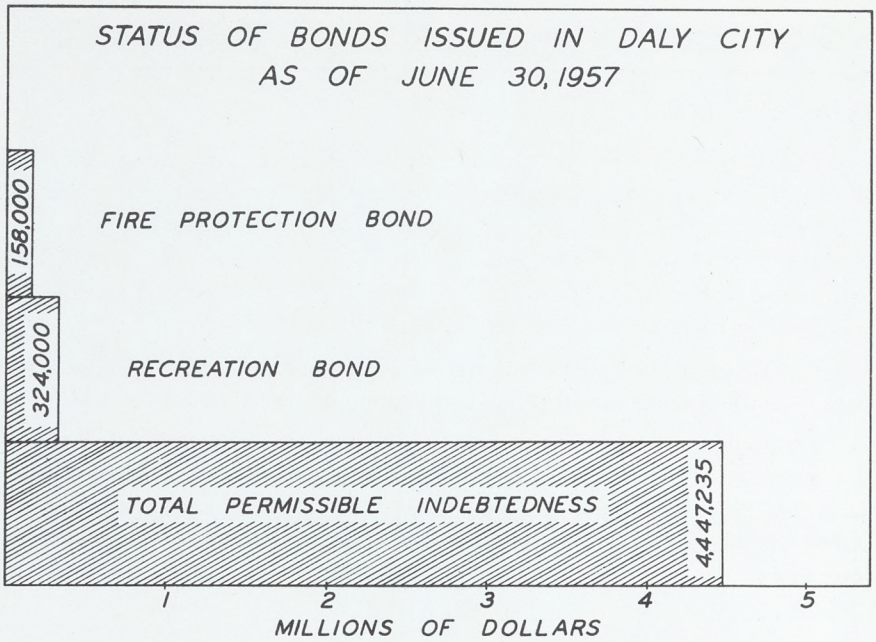
The City Treasurer is elected to office for a term of four years, and is charged with the responsibility of safe keeping the City's funds, and payment of the City's bonded debt.

The monies that a City has in its possession during the year is, naturally, quite large. Therefore, the money that is not required for immediate expenditures can be invested in term bank deposits.

The monies that the City Treasurer receives during the year are deposited with a local bank. These funds can be drawn out as needed, but do not earn an interest yield. To insure against loss of this money, the banks are required to set aside bonds, to the extent of 110% of the City's deposits.

Since a portion of this money will not be needed for immediate expenditures, the Treasurer is authorized to remove some of those funds from the general account and place them in a time deposit that will earn interest. Thus, maximum security of the funds is maintained, while a safe, predictable, guaranteed interest rate is assured on the inactive funds.

At the present time, Daly City has outstanding only three bond issues: the Water Revenue Bond, the Recreation Bond, and the Fire Protection Bond. The Water Revenue Bond provides for additional revenue, and therefore, is self liquidating.



The legal limitation on Daly City's bonded indebtedness is fixed at 15% of the City's assessed value. At the close of the fiscal year, the indebtedness was $817,000. Of that figure, only $482,000 can be charged to the City's credit since the water bond is essentially a revenue bond. Therefore, the indebtedness represents only 9% of the legal, permissible debt.

War Memorial Community Center—Newly Completed

ADMINISTRATIVE

- THE CITY MANAGER'S OFFICE
- THE DEPARTMENT OF FINANCE
- CITY ATTORNEY
- POLICE DEPARTMENT
- FIRE DEPARTMENT
- PARKS AND RECREATION DEPARTMENT
- PUBLIC LIBRARY
- PUBLIC WORKS DEPARTMENT
- PERSONNEL DEPARTMENT

CITY MANAGER'S OFFICE

EXPENDITURES: 28,190

The office of the City Manager was created by ordinance in 1955. The City Manager is appointed by the City Council, and serves as the City's chief administrative officer. In this capacity, he is responsible to the City Council for the efficient administration of his several functions.

Among his more important services, the City Manager must see that all laws and ordinances of the City are properly enforced; must give instructions to the various department heads in order to carry out the directions of the City Council; recommend to the Council any plan of action that he deems necessary for the betterment of Daly City; and keep the Council advised at all times as to the financial conditions of the City.

In addition to the foregoing, the City Manager is responsible for all purchasing done by the City. With the centralization of the purchasing function, greater economies can be achieved by the elimination of duplication, and a more informed view of the markets. By the same token, competitive bidding has been established as the method by which goods will be purchased. This ensures that the best goods will be obtained at the lowest possible cost.

Working in concert with his department heads, the City Manager prepares the Preliminary and Annual Budget. The department heads forecast their needs for the coming year, in so far as continued and improved services are concerned. These needs, properly itemized are submitted to the City Manager, where they are reviewed in terms of available revenue. The City Manager then submits the revised budget to the Council, where it is reviewed in detail, and adopted with necessary changes.

The Preliminary Budget is prepared prior to July 1, when the official assessments are made. Necessarily, the total amount of revenue available is unknown until after the official assessment; therefore, the Preliminary Budget is only a workable, temporary guide. When the assessment is completed and funds are known, the Annual Budget is then prepared and adopted.

In the interest of good public management and efficiency, several services have been consolidated into one department. This has reduced the number of persons reporting directly to the City Manager, and has allowed him more time for problems that concern all departments.

With the advice of the Personnel Board, the City Manager serves as the personnel administrator for the City. During the past fiscal year, one of the major contributions has been the commencement of work on formulating the Rules and Regulations for the Personnel Department. It is hoped that this program will be completed during the coming fiscal year.

When disaster strikes a city, a necessary step in combating its effects involves the rapid expansion of all governmental functions. Police and fire departments must be expanded to handle their increased activity, while direct, close, overall supervision must be maintained. The City Manager, as the chief administrative officer of the City, is the natural leader under these circumstances. Therefore, as one of his activities, he is the Director of Daly City's Civil Defense.

In the turbulent times of modern existence, Civil Defense has taken on an important position in the life of the community. Responding to the challange, Daly City has developed a disaster program that is felt to be both timely and effective. Considerable time and effort has been donated by both Daly City department heads, and voluntary personnel in order to design a plan and method for survival in the face of either a man made, or, a natural emergency. This effort has culminated in the publication of a disaster booklet. The booklet gives detailed information as to routes for evacuation, preparations to be taken before a disaster actually strikes, and information on the warning system.

During the past fiscal year, considerable quantities of surplus goods have been obtained for Civil Defense use. Some of the goods include hand tools, battlelamps, warning equipment and power generators. A contract was made with the Pacific Gas & Electric Company for the use of their basement as a contact center for Civil Defense operations. When new police radios are purchased, the old equipment now in use will be transferred to Civil Defense.

During the past fiscal year, the Civil Defense Council, met four times and the Civil Defense Planning Board, which is composed of the various department heads, met twelve times. As a result of careful planning, the City was able to prevent most of the disorder that usually follows a severe earthquake.

THE DEPARTMENT OF FINANCE

●

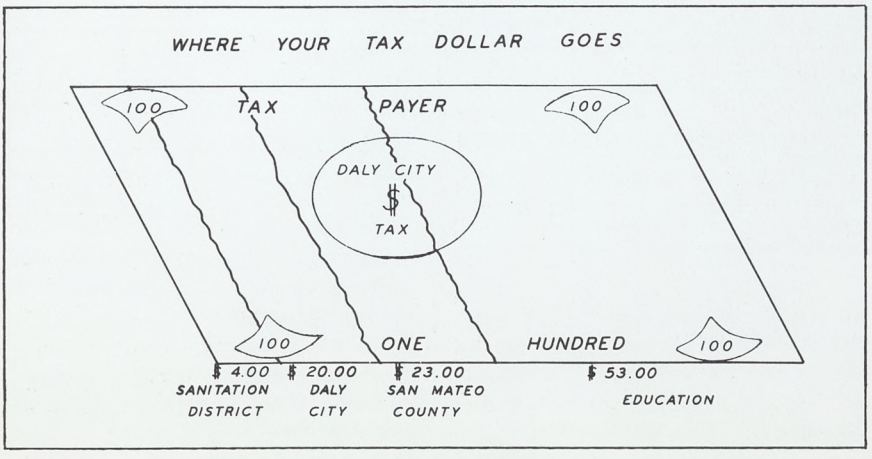
PERSONNEL: 9
EXPENDITURES: 52,013

Billing being prepared faster and more accurately by machine

Functions:

In August of 1956, the Accounting Department went through a complete administrative reorganization. The department head's title was changed from Controller to Director of Finance. With the change in administrative functions, the operations of the department were expanded and modernized.

Under Ordinance 428, the Director of Finance is charged with the responsibility of administering the financial affairs of the City which includes accounts, internal auditing and budgetary control accounting. These activities embrace assisting in preparing the annual budget; maintaining and operating a general accounting system for the City government and each of its offices, departments and agencies; auditing and approving before payment all bills, invoices, payrolls, demands or charges against the City; and performing all the financial and accounting duties that previously were imposed upon the City Clerk. Further, the Finance Department is responsible for the issuance of all City licensing of businesses within the City. In this regard, a total of 975 licenses were issued during the fiscal year.



OPERATING REVENUE AND EXPENDITURES FOR DALY CITY BY PERCENT

Type	1955-56	1956-57
Operating Revenue	$1,154,300	1,299,786
Operating Expenditures	$1,063,591	1,394,432

REVENUE

Type	1955-56	1956-57
	%	%
Taxes	33.4	33.9
Water Sales & Services	30.3	27.2
State Funds	14.8	16.9
Licenses & Permits	7.4	6.3
Fines & Forfeits	3.5	4.0
Pkg. Meters	1.6	1.5
Other	3.6	4.0
Garbage & Waste Collections	5.4	6.2
Total	100	100

OPERATING EXPENDITURES

Type	1955-56	1956-57
Water Operation Improvement	17.8	21.1*
Police Protection	17.1	16.2
Fire Protection	10.9	9.1
Street, Garage And Sewers	7.5	8.5
Garbage and Waste Collection	5.9	7.0
Parks and Recreation	8.7	6.1
Library	2.3	4.8**
Finance, Water & License Collection	3.2	3.3
Street Lighting	4.4	3.3
Retirement	3.5	3.1
Bond Interest & Redemption	2.8	2.9
Engineering	2.8	2.7
City Manager, Personnel & Purchasing	2.7	2.4
City Clerk and Treasurer	3.1	1.8
Insurance	2.0	1.6
Building Department	1.3	1.3
General Government Buildings	1.0	1.2
City Council and Attorney	1.2	1.0
Other	1.8	1.7
Total	100%	100%

*Increase due to larger percentage of water revenue being reinvested in water improvements.

**In addition to a county levy of $.08 3/10 per $100.00 set aside for library use.

THE CITY ATTORNEY

PERSONNEL: 1
EXPENDITURES: 8,309

General Information:

The City Attorney is appointed by the City Council to act as its legal advisor, and to represent the City in matters of law and ligitation. In this capacity, the Attorney draws up contracts, reviews all proposed legislation to assure its legality, and translates the request of the Council into ordinances and resolutions. In upholding the City laws, the Attorney appears in court in behalf of the City.

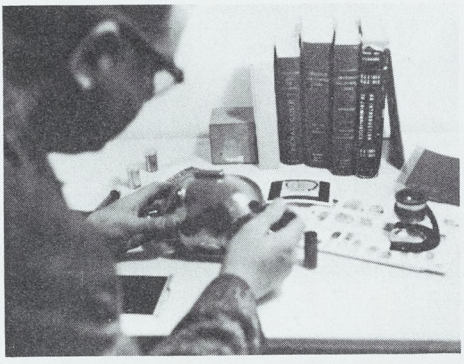
Activities:

The Attorney's activities during the year, include the beginning of work on the codification of the City Ordinances. The codification represents the orderly arrangement of the City's laws into book form so that interested parties will have access to whatever laws will affect them. Although the codification will continue for a number of years, significant progress has been made. During the year, the Attorney presented a number of important opinions on various phases of law to the council, was successful in obtaining several judgments for the city, and drew a number of contracts into which the City entered.

THE POLICE DEPARTMENT

●

PERSONNEL: 36
EXPENDITURES: 211,278



Scientific detection techniques being employed by our Police Department

General Information:

To assist the Chief of Police in the ever increasing burden of supervisory and administrative functions within the department, the City Council authorized the positions of Assistant Chief and Captain. In addition, the organization structure of the department was altered to make a smoother line of authority. This has resulted in greater efficiency in the operation of the department.

During the earthquake in March, the Police Department quickly responded to the calls of citizens. Personnel on duty reported to the stations assigned for such an emergency and proceeded to report on the various conditions. Off-duty personnel, including all available members of the Special Police Reserve, responded to the emergency and quickly re-

ported to their posts. The Police Department's work in communications, directing traffic, patrolling, answering calls for assistance, and making damage reports, was a vital contribution in restoring the City to normal routine.

In order to provide greater economy of operation, increased speed and better service, the City discontinued the use of the police ambulance. In its place, the City now utilizes the emergency service of a private concern. Daly City has at its disposal trained, professional medical aid men, faster service and up-to-the minute modern equipment—all without cost to the city government.

Specific Activities:

TRAFFIC ACCIDENTS
July 1, 1956 - June 30, 1957

TYPE:		NUMBER
Non-injury accidents (property damage only)		322
Injury accidents		100
Persons injured	153	
Fatalities	1	
Total:	154	422

COURT FINES AND TRAFFIC CITATIONS

TYPE	NUMBER OF CITATIONS	NUMBER OF VIOLATIONS*	AMOUNT OF FINE**	AMOUNT RETAINED BY DALY CITY
Moving violations	4820	17,560	27,802.50	21,129.90
Non-moving (except meter)	2210		9,423.00	7,161.48
Meter violations	6626		10,557.00	8,023.32
Forfeitures and fines	—	—	34,253.00	26,032.28
Total:	13,656	17,560	82,035.50	62,346.98

* More than one violation may be shown on each citation.

** Includes court fines and forfeitures on non-traffic offenses and traffic warrants.

* * * *

Daly City can be proud of the very low rate of juvenile problems that occured during the fiscal year. Efforts on the part of groups such as the Police Athletic League have had a profound influence in guiding our youths and stimulating constructive activity.

JUVENILE CASES INVESTIGATED

TYPE	FREQUENCY
Felonies	58
Misdemeanors	190
Social Problems*	90
Total	338

* Included incorrigibles, runaways, truants, curfew violators and victims of neglect.

FIRE DEPARTMENT

PERSONNEL:	57
EXPENDITURES:	127,356

Central Office
Fire Alarm Control Board

General Information:

Daly City's regular Fire Department is composed of two full-time fire companies, consisting of 24 men and 4 fire trucks. Their fire stations are located at 499 Santa Barbara Avenue, and 50 Lake Merced Boulevard. The regular fire companies are supplemented by two volunteer companies consisting of 33 men and two fire trucks. The volunteer fire stations are located at 160 Werner Avenue, and 101 Peoria Street. The Volunteer firemen are utilized only in emergency situations.

Recent Activities:

The mutual aid agreements that Daly City has entered into with its neighboring communities, make it possible for the Fire Department to call upon other fire departments in cases of extreme emergency. Daly City, of course, would reciprocate when such an emergency affected another city.

The Fire Department played an important part in combating the after-effects of the March 22 earthquake. The few fires that occured were quickly extinguished with little damage being done. The Fire Department, with the aid of the Department of Public Works, conducted a house to house inspection looking for fractures in the gas and water lines. Within a twenty-four hour period, over 1200 inspections had been made to insure the safety of Daly City citizens.

In more routine phases of departmental activity, daily classes and drills have been held to keep the firemen trained in the newest techniques in fire prevention and suppression. Members of the department continued their regular inspection and maintenance of the 496 fire hydrants and the 169 fire alarm boxes.

With the cooperation of the local newspaper, the Fire Department was able to continue their yearly fire prevention campaign. Climax of the campaign came with the annual awards to school children for their essays on fire prevention and safety.

INSPECTIONS PERFORMED

TYPE	NUMBER
Construction	19
License	86
Commercial	86
Total	191

Comparative Fire Department Calls for Years 1955-1956 — 1956-1957

TYPE OF CALL	1955-56	1956-57
ELECTRICAL FIRES	30	77
RUBBISH FIRES	32	31
WASH DOWN	18	11
GRASS FIRES	36	44
LOCKOUTS	121	130
AUTO ACCIDENTS	6	2
RESUSCITATIONS	12	5
FALSE ALARMS	71	98
HOUSE FIRES	65	50
SMOKE FIRES	49	48
GAS LEAKS	4	17
AUTOMOBILE FIRES	18	27
POLE FIRES	3	7
MISCELLANEOUS	82	108
TOTAL	547	655

THE PARKS AND RECREATION DEPARTMENT

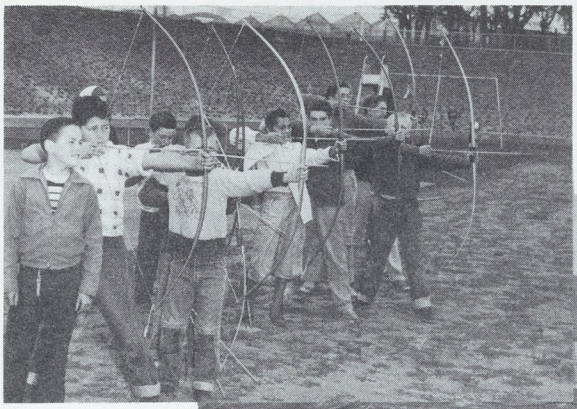
PERSONNEL: 27
EXPENDITURES: 96,869

General Information:

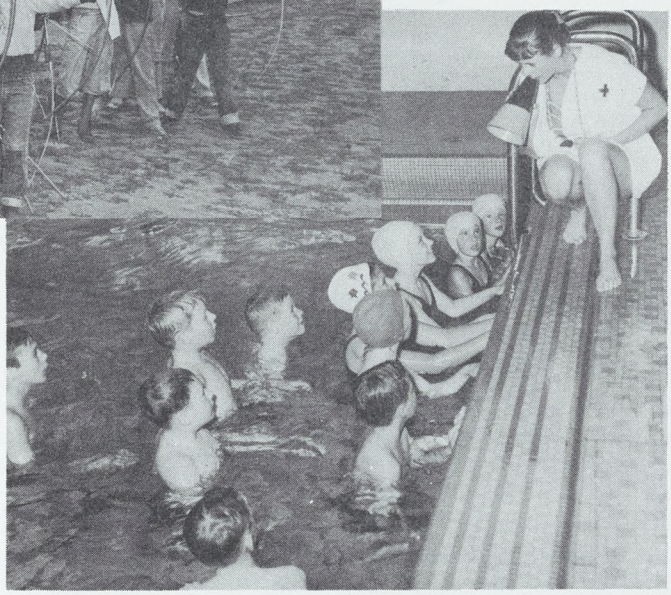
Although the Parks and Recreation Departments are separate units, joint leadership is administered by the Director of Parks and Recreation with the guidance of the Parks and Recreation Commission. The Recreation Department has eighteen recreation leaders working on the various parks and playgrounds throughout the City. Four maintenance men from the Recreation Department care for the playground equipment on the seven recreation areas, while six maintenance men from the Parks Department care for the physical facilities of those areas. In addition, the men from the Parks Department are responsible for the landscaping of all other City owned buildings.

Programs and Activities:

During the year, the supervised programs of the Department of Recreation were enlarged in order to provide the greatest coverage for the largest number of people. Adult recreation received added attention in the form of a special badminton class for women and general recreational evening programs for men. During the summer months, classes in social dancing, archery and handicraft were offered to all interested persons.



Supervised
Summer Activities



Life Saving being taught young swimmers

Of importance to parents in Daly City, a joint "School-City" recreation program was embarked upon during the year. The Jefferson Elementary School District provided recreational leaders and furnished the equipment. The results has been an increase in the supervised recreational facilities available to youngsters. The program has been administered by the Parks and Recreation Department.

ATTENDANCE AT FACILITIES:

FACILITY	ATTENDANCE
Westlake	34,932
Lincoln	15,545
Edgewood	11,059
War Memorial Community Center	10,915
Frankfort	57,986
Marchbanks	42,097
Total	169,770

Hours of supervised recreation are from 3:30 P.M. to 5:00 P.M. on week days and from 10:00 A.M. to 3:00 P.M. on holidays and Saturdays. During the summer, the hours are from 10:00 A.M. to 4:30 P.M. on weekdays and evening hours are from 7:00 P.M. to 9:30 P.M. at the War Memorial Community Center.

THE PUBLIC LIBRARY

●

PERSONNEL:	7
EXPENDITURES:	66,577

The Public Library offering unlimited horizons

General Information:

In order to better serve its readers, Daly City offers libraries at 6351 Mission Street and 34 Park Plaza Drive.

The Library Commission, a group of five citizens interested in library work, act as an advisory board to the City Council in matters pertaining to policies affecting the library. This board meets monthly with the City Librarian and reviews projects which have been completed and policies which are in the planning stage.

Services:

The Mission Street Library, staffed with two professional librarians and three assistants, is open from 10:00 A.M. to 9:00 P.M. on weekdays and from 10:00 A.M. to 5:00 P.M. Saturdays. The Park Plaza Branch is open from 1:00 P.M. to 5:00 P.M. weekdays and on Saturdays from 9:00 A.M. to 1:00 P.M. and evenings from 7:00 P.M. to 9:00 P.M. on Monday, Wednesday and Friday.

The City Librarian, under the direction of the City Manager, performs the daily administrative functions connected with the Library. The Librarian also assists the Library Commission in making studies and providing information desired by the Commission.

Activities:

During the fical year, the City has worked continously to secure a site for a permanent building located in the Westlake section of the City. It is hoped that a site will soon be procured and construction started on the project before the end of the calendar year.

One of the objectives of the Library is to find ways of interesting children in the Library and what it has to offer. In accomplishing this objective, tours of the Library are conducted and regular story hours conducted by one of the librarians.

The Girl Scouts participated in library activities when eight girls volunteered their services in connection with their Scout requirements. They worked under the guidance of the City Librarian for short periods of time helping out as "Junior Assistants."

In comparing the activities of the past fiscal year with the activities of 1955-56, it is evident that the Library has been successful in providing increased services to the public.

REGISTERED BORROWERS — June 30, 1957

BORROWERS	1956	1957	INCREASE	% INCREASE
ADULT	4,943	6,070	1,127	22.8
JUVENILE	4,137	5,090	953	23.
Total	9,080	11,160	2,080	22.9

The increase in services of the Library is also indicated in the circulation figures of 1957 as compared with circulation for 1956:

VOLUMES CIRCULATED — June 30, 1957

BORROWERS	1956	1957	INCREASE	% INCREASE
ADULT	53,182	77,138	23,956	45.
JUVENILE	44,355	56,600	12,245	27.6
Total	133,738	97.537	36,201	37.1

As in the past, the Friends of the Library have been instrumental in supporting the Library. This is a group of citizens who have organized themselves to promote the Library and its services. During the past year they have had authors appear as speakers before their meetings. A book drive was sponsored by the Friends of the Library and the results were very gratifying, as people gave many volumes which will make valuable additions to the 2,461 which the Library had purchased throughout the year. The Children's Program received attention from the Friends when several of its members volunteered and contributed their time to story hours for the children. Daly City can be proud of the citizens who gave so generously of their time and energy to make the Library program a successful one.

PUBLIC WORKS DEPARTMENT

PERSONNEL: 33
EXPENDITURES: 660,537

The Public Works Department encompasses several functions vital to the needs of the City. With the department are the Street Division, the Water Division, Engineering Section, Building Inspection and the Municipal Garage.

Street Division:

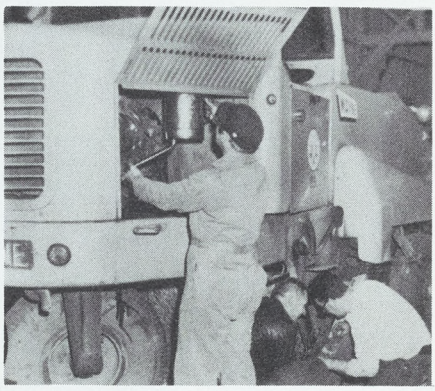
During the fiscal year, the objective of resurfacing older City streets came closer to finalization. A total of 5,000 lineal feet of street were resurfaced, including:

Acton Street from Irvington to Hanover.
Acton Street from Bellevue to Frankfort.
Bellevue Avenue from Whittier to Templeton.
Hanover Street from Acton to Templeton.
Santa Barbara Avenue from Hillcrest to County Line.
Santa Cruz Avenue from Hillcrest to County Line.
Gambetta Street from Mission to Hillside.
East Vista Avenue from Mission to Hillside.

A storm drain was installed on Railroad Avenue between Junipero Serra and 88th Street. This is in line with the plan of installing storm drains in those areas of the City which need drainage during heavy periods of rain.

The City Hall benefited from the construction of a parking lot adjacent to it, which is capable of holding 15 cars. This has been of great help to those visitors that were faced with a parking problem when visiting the City Hall.

Public Works continuing maintenance of street lighting



City Garage keeping the street cleaner in top condition

Water Department:

Daly City receives its water from eight wells located within the City limits. During the year, a total of 9 million gallons of water were delivered to Daly City residents, businesses, and a few areas immediately adjacent to the City's boundaries.

Despite the damage to one of the five reservoirs in the March earthquakes, services were not restricted in any way. Residents continued to receive all the water they desired.

The continuing growth of Daly City is reflected in the number of water meters operating at the end of the fiscal year. This year a net increase of 516 meters was recorded over 1956, bringing the total number of metered water services to 9,280 as of June 30, 1957.

For the first time in the history of Daly City, an extensive program was begun for the repair and maintenance of our water meters. Upon its completion, all meters will be examined and repaired periodically. This will insure continued high levels of accurate meter measuring. During 1956-1957, 200 meters were serviced.

Engineering:

The Engineering Section of the Public Works Department consists of the following personnel: a Junior Civil Engineer, to assist the Director of Public Works in project planning and supervision of projects; a Surveyor-Inspector who is capable of making necessary surveys and who inspects the various projects in the process of being completed by various contractors who work within the City; and two draftsmen who work on plans, maps, and sketches which are important to the functions of this department. The Engineering Section serves as a staff agency, performing work for the other branches of the Public Works Department. Although the general public has little contact with this section, its work of making plans, specifications and estimates is vitally important to the well being of the City.

Building Inspection:

The Public Works Department has under its jurisdiction the inspection of all building construction, and electrical installations, and issuance of building permits. Carrying out these functions are two building inspectors and one electrical inspector. The issuance of building permits can give an indication of the growth of a city.

Building Permits Issued in Daly City Fiscal Year 56-57

TYPE OF PERMIT	NUMBER OF PERMITS	VALUATION IN DOLLARS
Residential, new	434	1,972,310
Residential, alteration	207	217,481
Commercial, new	7	80,549
Commercial, alteration	20	26,910
Miscellaneous	60	72,824

In addition to the duties already mentioned, inspections are made in conjunction with the Fire Department on the safety and qualifications of buildings being used as business establishments.

PERSONNEL DEPARTMENT

PERSONNEL: 1
EXPENDITURES 5,023

The Personnel Department came into its own being with the beginning of the 1956-1957 fiscal year. The department is charged with the administration of all examinations; preparations for soliciting candidates for employment; maintaining all personnel records; and, in general, all functions that are normally considered part and parcel of a personnel department. Acting as an independent unit, a more professional approach to personnel procedures can be developed.

The Personnel Department is aided greatly in its work by the Personnel Board. The Board, an advisory group of five men, holds regular monthly meetings with the Personnel Department to discuss important problems that are confronted by the department during the month. Probably the most important single accomplishment of the Board has been the formulation of the Personnel Rules and Regulations. Upon completion of this project, the Department will have a firm foundation on which to operate.

During the past fiscal year, the Personnel Department conducted eight complete employment examinations, 17 meetings with the Personnel Board were held, and the duty statements for most of the City's positions were examined and revaluated.

FOR YOUR INFORMATION

The City Council meets every second and fourth Mondays (Tuesday if Monday is a holiday) at 8 P.M. in the Council Chamber, City Hall, 75 Wellington Avenue. You are cordially invited to attend.

FOR TELEPHONE SERVICE

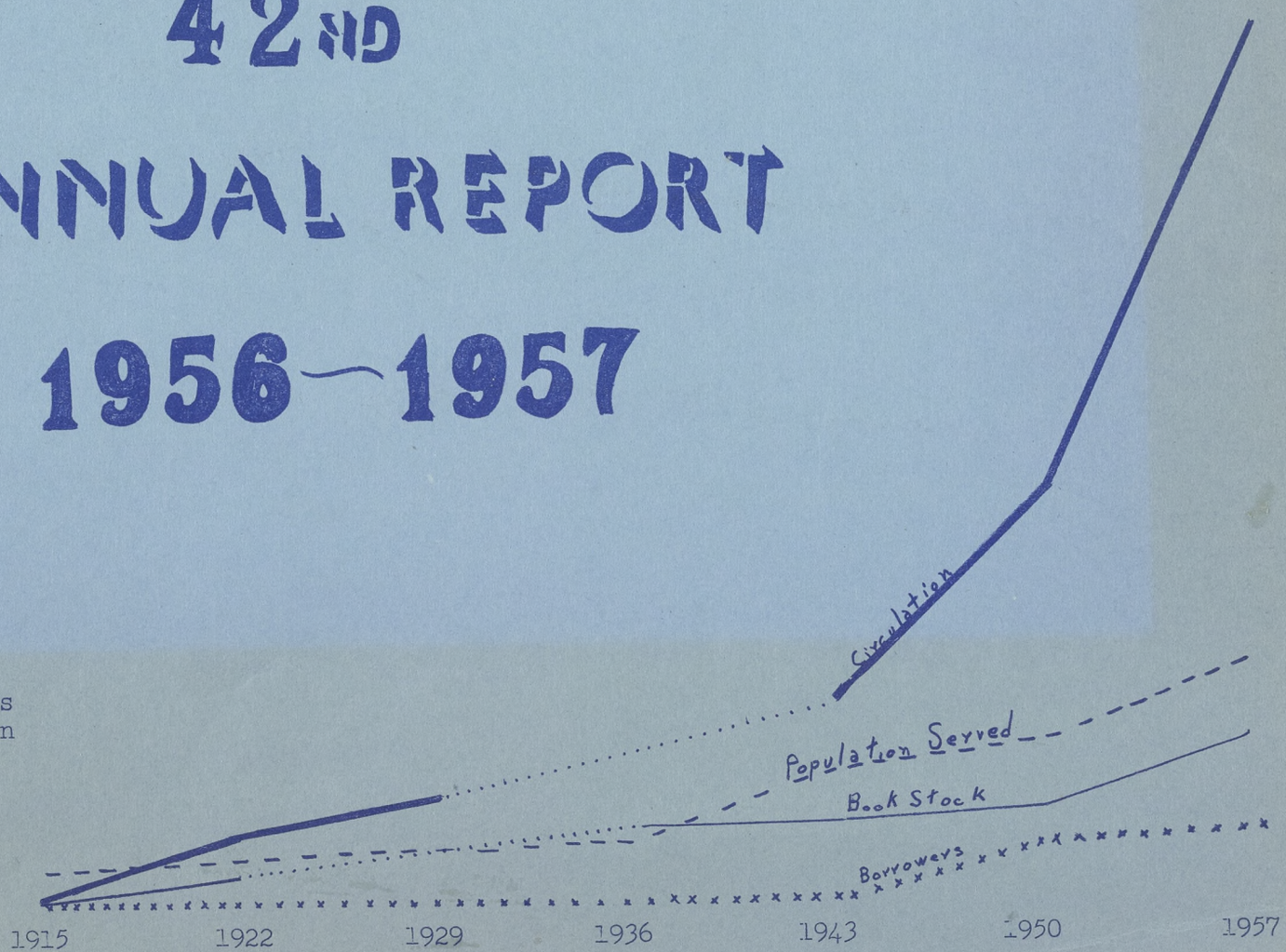
DEPARTMENT	CALL	ASK FOR
POLICE Emergency Information	 PLaza 5-4212 PLaza 5-0850	 Police Emergency Police Dept. Information
FIRE Emergency Information	 PLaza 5-4212 PLaza 6-0496	 Fire Emergency Fire Dept. Information
WATER BILLS	PLaza 5-0850	Extension 19
PUBLIC WORKS	PLaza 5-0850	Extension 10
LIBRARY	PLaza 5-0850 (PLaza 5-0853) (Sat, Sun, After 5 P.M.)	Extension 16
PARKS & RECREATION	PLaza 5-0850 (PLaza 5-0854) (Sat, Sun, After 5 P.M.)	Extension 18
CITY MANAGER	PLaza 5-0850	Extension 12
CITY CLERK	PLaza 5-0850	Extension 7

SAN MATEO COUNTY FREE LIBRARY

42ND ANNUAL REPORT

1956—1957

Virginia L. Ross
County Librarian

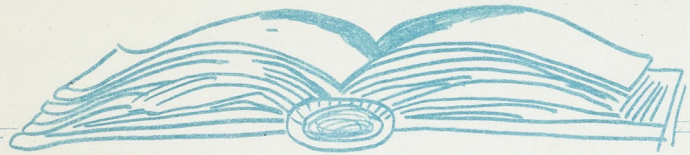


Circulation
665,031

Population S
194,719

Book Stock
135,906

Borrowers
57,573



42nd ANNUAL REPORT

1956 - 1957

SAN MATEO COUNTY FREE LIBRARY

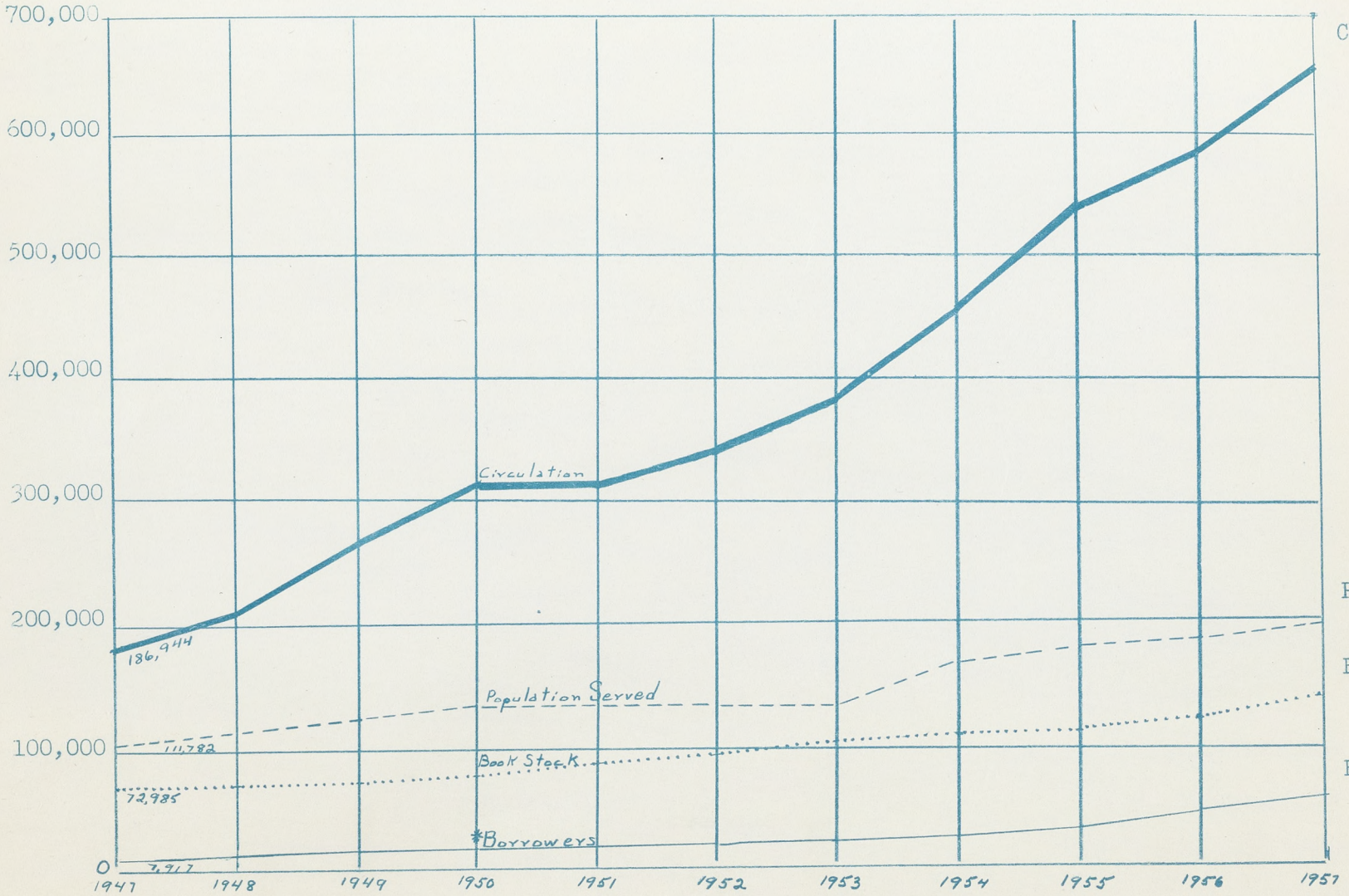
Virginia L. Ross
County Librarian

SAN MATEO COUNTY BOARD OF SUPERVISORS

E. R. MacDonald, Chairman
Thomas J. Callan
Alvin S. Hatch
Martin A. Poss
William M. Werder

SAN MATEO COUNTY MANAGER

E. R. Stallings



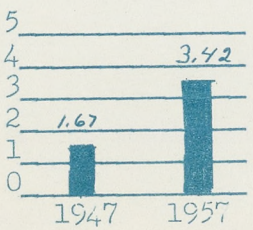
* Does not include:
South San Francisco which withdrew in 1950
San Bruno which withdrew in 1953

A survey of County Library service for the past ten years offers impressive evidence not only that more people are using library services,but that these people are reading more books. The number of books circulated has increased far beyond the increase in population served.

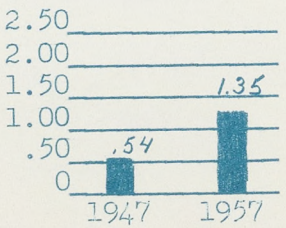
Unfortunately, the County Library book stock has not kept pace with our increased population and increased use of our services. While the number of books circulated per capita has doubled, the number of books available per capita has remained almost constant. This is a reflection of the fact that library support has not kept pace with rising costs. Costs of personnel, supplies, rents, utilities, books--all have been increasing. In an effort to keep any tax increase to a minimum some item of the budget must suffer; it has been the book budget.

It is difficult to attach a monetary value to an intangible such as library service. Some indication of the value of public library service may be gained when we consider what it would have cost County Library borrowers to purchase the number of books which were borrowed last year from the County Library. Figured at an average cost of $4.15 per book (1956 figures), the total cost to the public would have been $2,759,878. The total County Library budget for all services was $283,808.--an average per capita cost of less than half the cost of a single book.

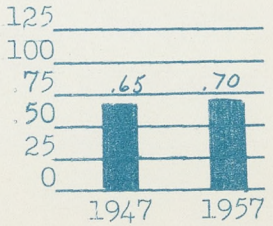
Circulation per capita



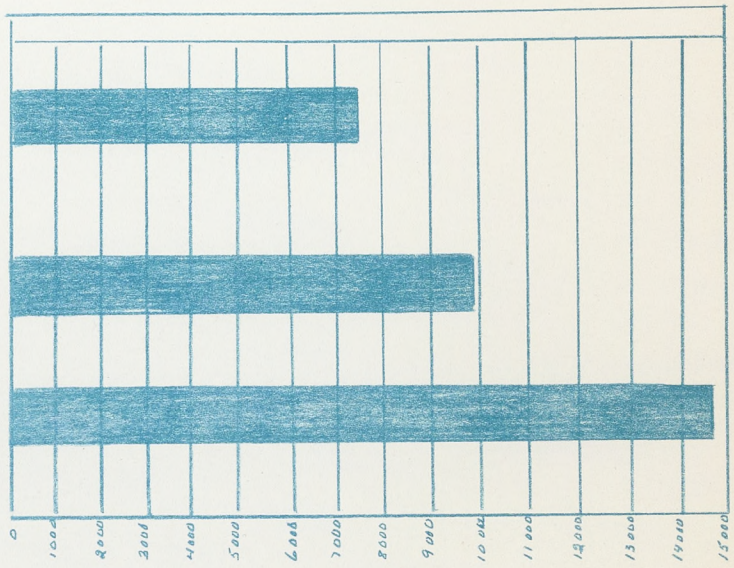
Financial support per capita



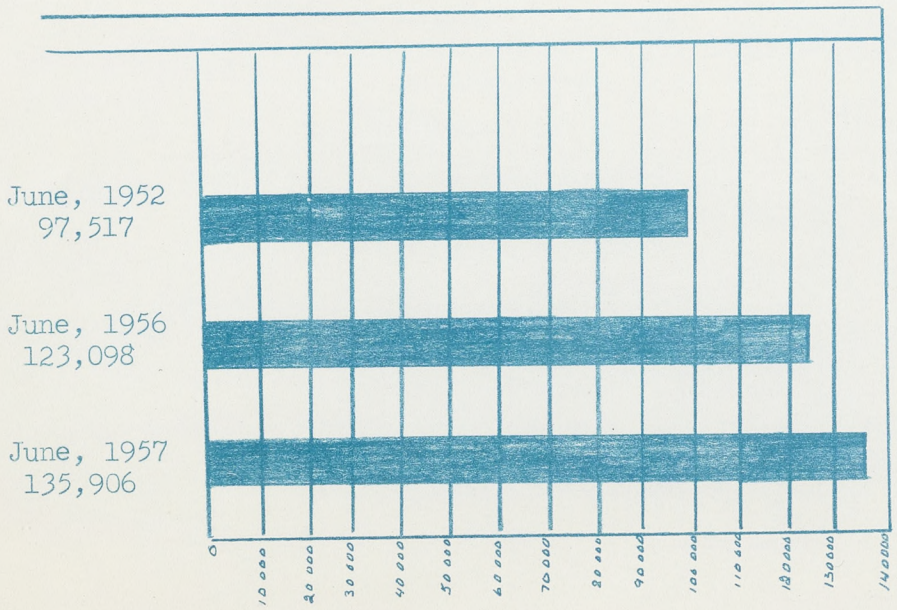
Book stock per capita



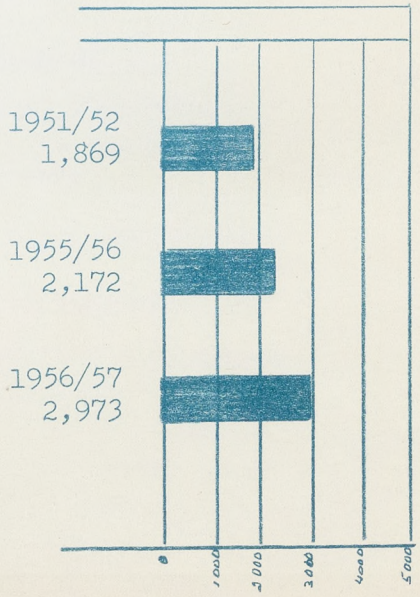
NO. VOLUMES ADDED



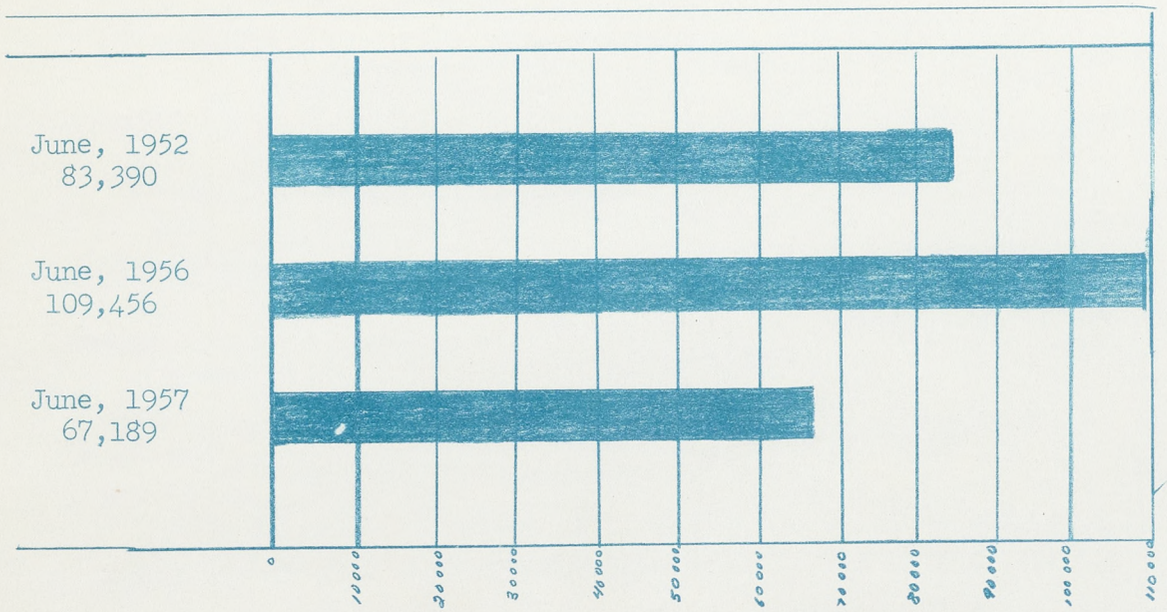
TOTAL VOLUMES



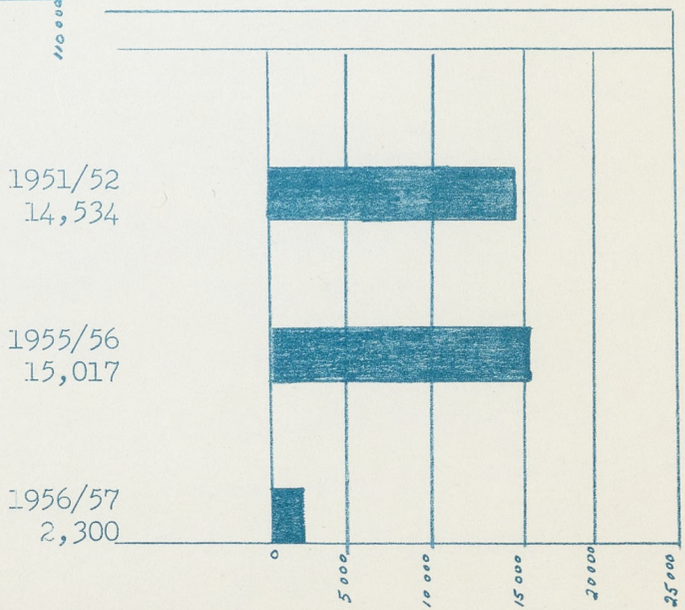
NO. TITLES ADDED



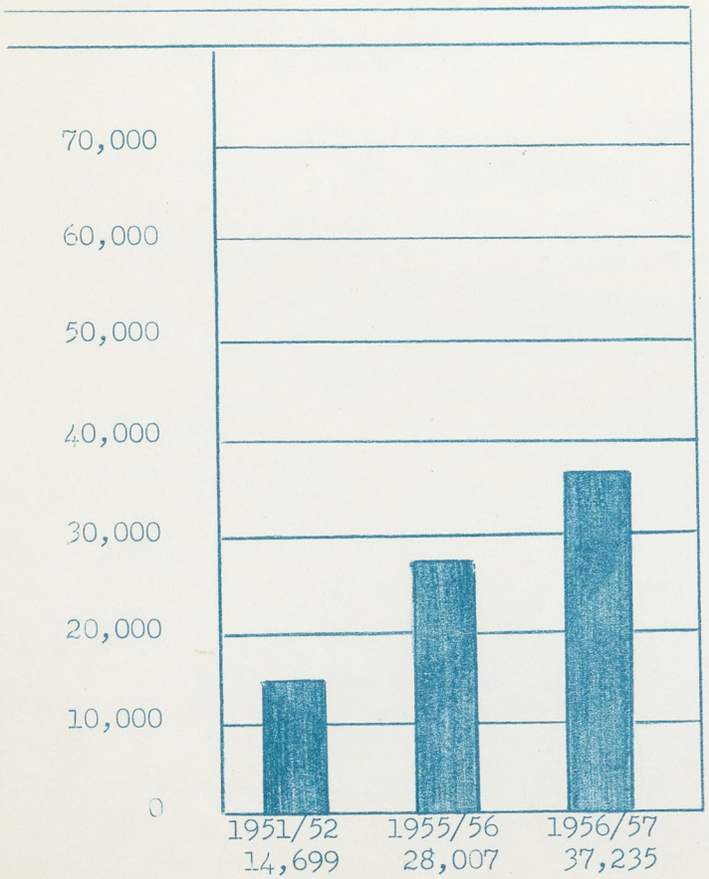
TOTAL VOLUMES



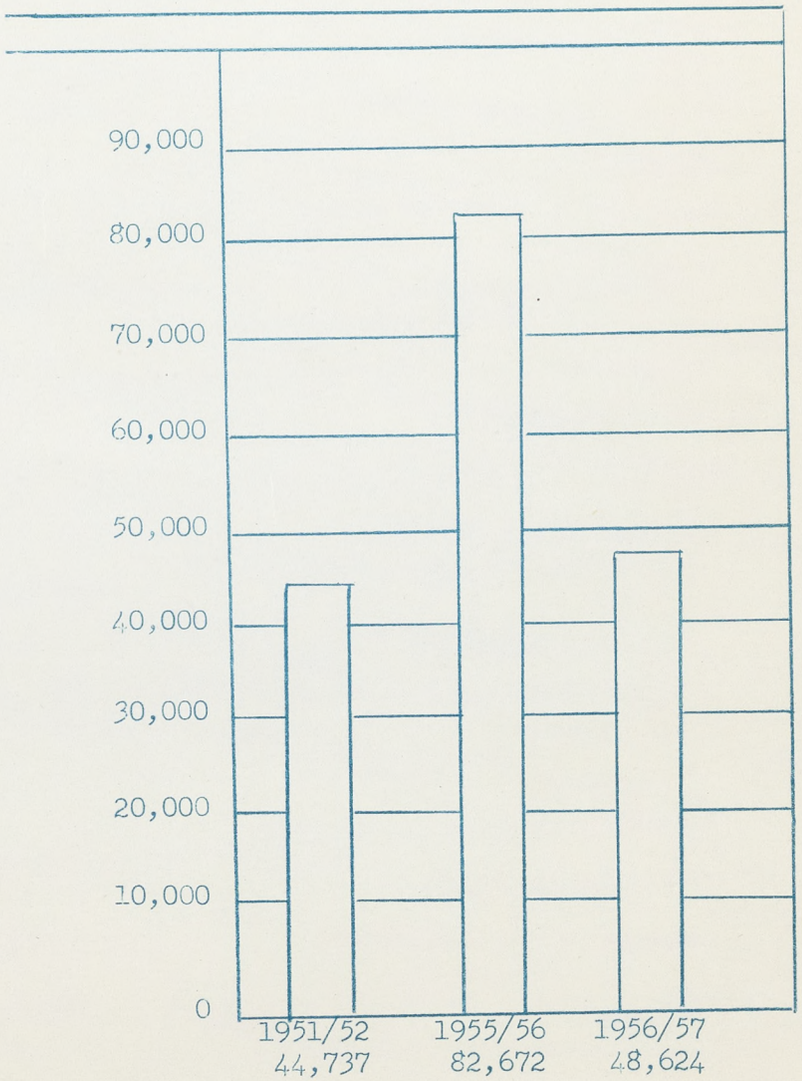
VOLUMES ADDED



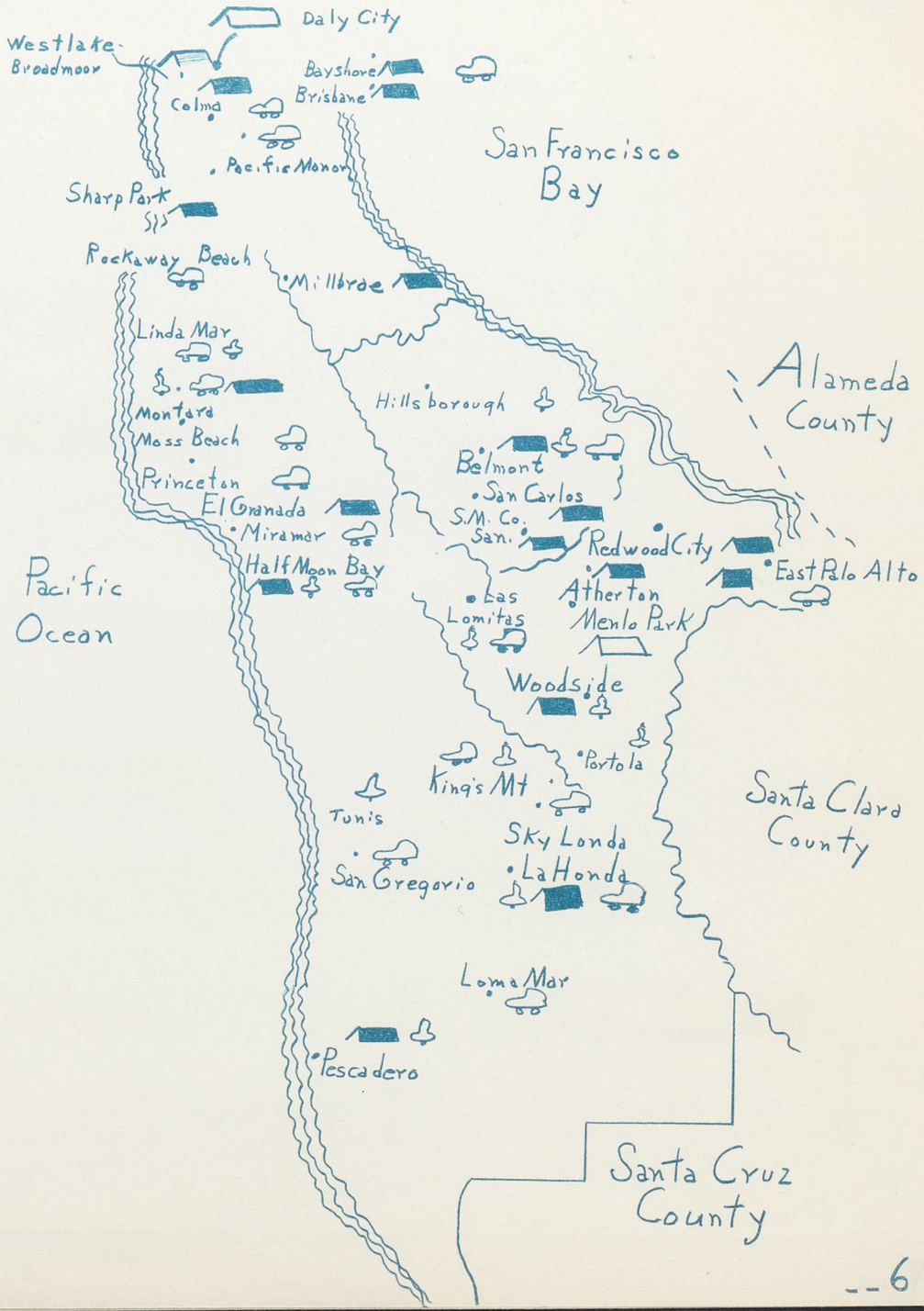
BOOK SHIPMENTS TO BRANCHES



BOOK SHIPMENTS TO SCHOOLS



20 Branches and Affiliated Libraries
30 Bookmobile Stops
19 Schools

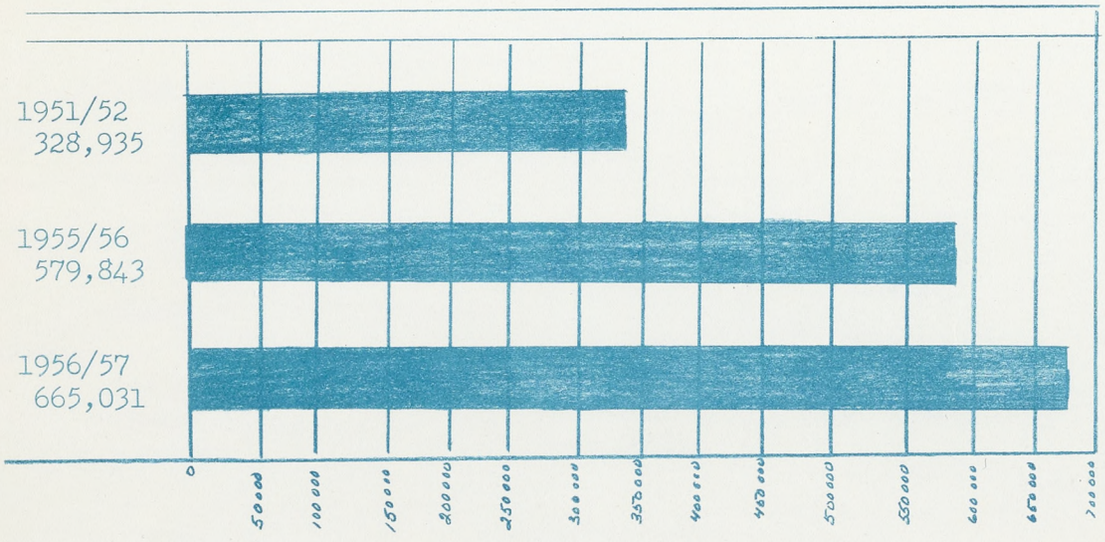


Legend:

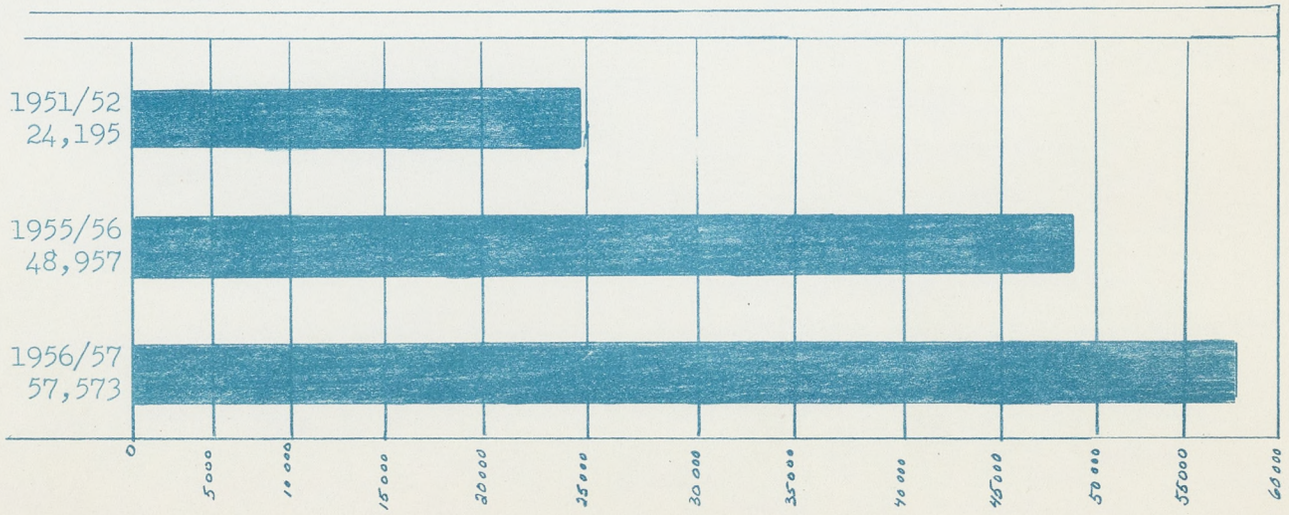
Branches	
Affiliated libraries	
*Bookmobile Stops	
*Schools	

* Bookmobile and School symbols can represent more than one Bookmobile stop or school

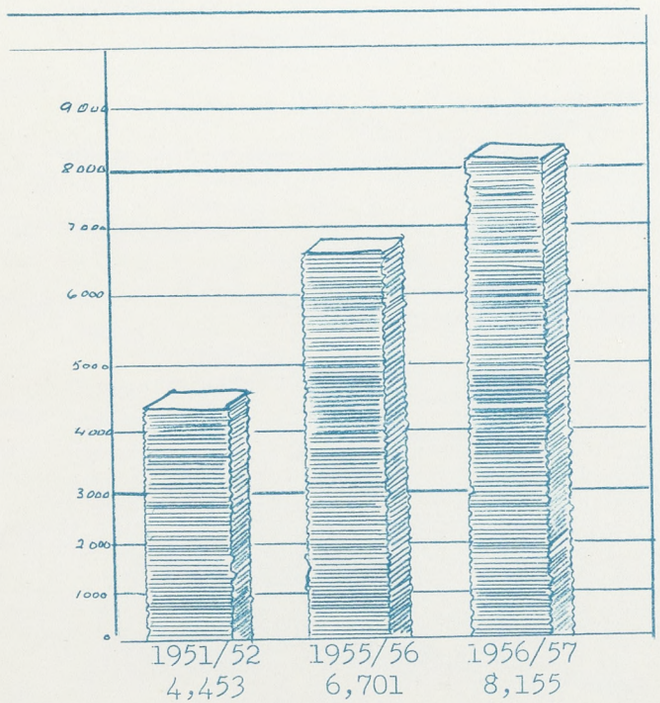
CIRCULATION



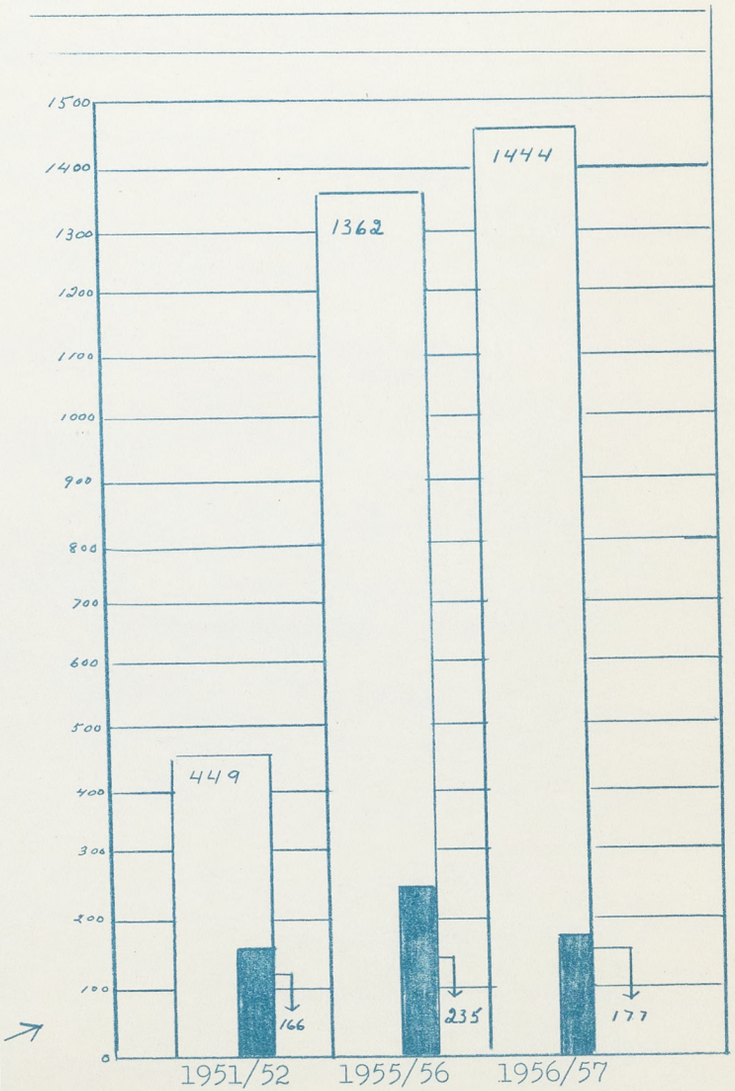
BORROWERS



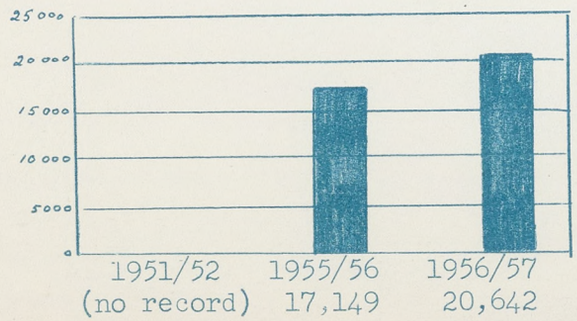
SPECIAL REQUESTS

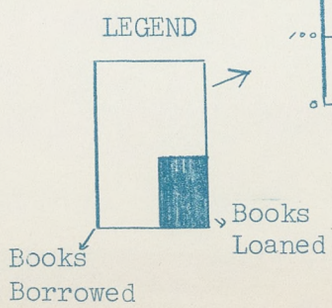


INTER-LIBRARY LOANS



REFERENCE & READERS' AID TRANSACTIONS





PERSONNEL

During the past year, 27 positions in the branch libraries were placed in the Classified Civil Service, all Branch Library positions had previously been in the Unclassified service. The year was also notable for the fact that for the first time in over six years there were no vacancies on the professional staff; this happy state of affairs lasted for only 12 months, but it was a notable event.

In June, 1957, 62 people were employed by the County Library, comprising a total full time equivalent of 39 7/10 employees. On the basis of the ALA standard of one staff member (or f.t.e.) for each 2500 people in the service area, we should have a full time equivalent of 78 employees--double the number we actually have.

IN-SERVICE TRAINING

All libraries on the Peninsula (school, college, and public) participated in a cooperative In-Service Training program. Objective of the program was:

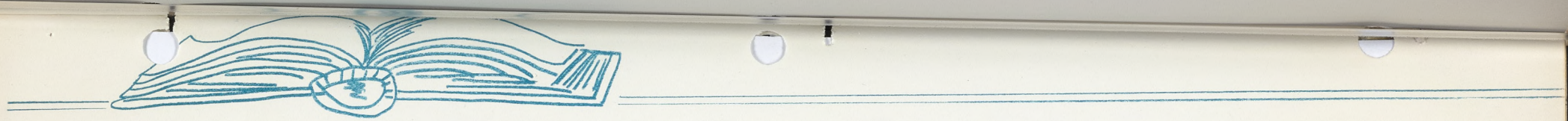
To increase staff understanding of the library's role as a service agency.
To increase staff efficiency by developing skills.
To promote better staff morale.

The ten sessions included reference, cataloging, use of bibliographic tools, work with children and young people, and human relations. 36 County Library staff members attended the meetings; 7 of our staff participated in planning and conducting individual sessions. The whole program was highly successful, and we feel that our staff benefited from this program.

SPECIAL SERVICES

The library staff provided instruction to 98 groups in the use of books and libraries and gave 37 library related talks before community groups. Book exhibits were set up for 24 community meetings, and the library had a booth at the San Mateo County Fair and Fiesta. Weekly story hours were held at the Menlo Park Library and the Cerebral Palsy school. Story hour series were held at the following branches: Belmont, Brisbane, Colma, Francisquito, Millbrae, San Carlos, Sharp Park and Woodside.

The Belmont Branch Librarian advised the Belmont PTA on book selection for the school library. The County School Librarian advised Woodside School officials on establishment of a school library. The Sharp Park Branch Librarian served on a committee to select names for schools of the Laguna Salada District.



CHANGES IN SERVICE

School Service: Three elementary school districts (Menlo Park, Laguna Salada and Ravenswood), withdrew from the School service in July, 1956. Since these were the three largest districts, this led to a decrease in use of the school service.

The School Library service was transferred from the County Library to the Office of the County Superintendent of Schools, effective July 1, 1957.

READER'S SERVICE

The procedure manual for Branch Libraries was completely revised, the first revision in more than 15 years.

The fine for overdue books was increased to 5¢ per day for adult books, 3¢ per day for children's books; the fine had formerly been 2¢ per day on all books. The increase was necessitated because of rising clerical costs incurred in the recovery of overdue books, and also in the hope that it would decrease the number of overdues. An analysis of our statistical records for the year indicates that it has decreased the number of overdue books.

A new multiple copy request form was developed and put into use, to speed up request service to the branch libraries.

The pamphlet files at headquarters, San Carlos and Belmont Branches were weeded, revised and re-cataloged. Procedure for acquisition of new material, and maintenance of the files has been established, and a new position of Pamphlets and Documents Librarian was established, effective September, 1957.

GIFTS

A United States flag was given to Millbrae Branch by the San Andreas Chapter of the Daughters of the American Revolution.

A glass display case was given to Belmont Branch by the Belmont Woman's Club.

San Carlos Branch also received a glass display case which was purchased with funds left to the library by the former San Carlos Library Association.

TECHNICAL PROCESSES

The special skills of the cataloging and processing staff of the County Library were used by the Daly City and Menlo Park Libraries for the technical processing of books purchased by these city libraries. A total of 20,285 books were cataloged and processed.

		1955/56	1956/57
County Library General Collection		9,883	14,655
Daly City Public Library		2,100	2,601
Menlo Park Public Library		418	729
	Sub-Total	12,401	17,985
County Library School Collection		15,017	2,300
	TOTAL	27,418	20,285

The County Library is supported by a County Library tax, levied only upon areas served by the County Library. The tax rate for the fiscal year 1956/57 was .083 per $100 assessed valuation.

Income 1956/57

County Library Fund		
County Library tax	$230,408.77	
In lieu of taxes	189.32	
County General Fund	7,672.00	
Reimbursement from City of Menlo Park for salaries	2,191.48	
Reimbursement from City of Belmont for Bldg. rental	1,500.00	
Fines and lost books	10,541.85	
Transfer from School Books Contra Fund	11,388.00	
Refunds	32.73	
Reimbursement for postage	23.09	
Balance, prior obligations	8.77	
Sub-Total	$263,956.01	
Balance from previous year	19,852.09	
Total		$283,808.10

Expenditures 1956/57

County Library Fund		
Salaries	$158,401.03	
Books and library materials	43,079.87	
Maintenance and operation	56,766.10	
Sub-Total	$258,247.00	
Capital Outlay	5,483.31	
Total		$263,730.31
Balance		$ 20,077.79

School Districts served by the County Library pay into the School Books Contra Fund on the basis of $100 per 35 units of average daily attendance or fraction thereof and for each 300 units of average daily attendance in the district during the preceding year. This service to the schools was transferred to the Office of the County Superintendent of Schools, effective July 1, 1957.

Income 1956/57

School Books Contra Fund

Received from School Districts	$ 16,100.00	
Balance from previous year	716.98	
Total		$ 16,816.98

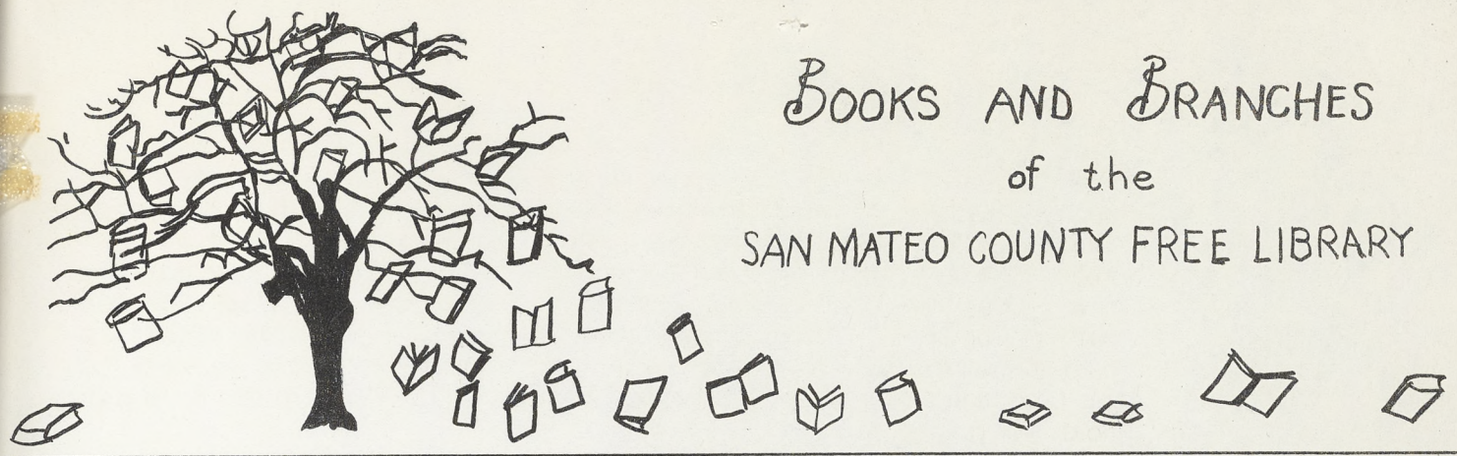
Expenditures 1956/57

School Books Contra Fund

Books and Library Materials	$ 4,551.67	
Maintenance and Operation	176.93	
Transfer to County Library Fund	11,388.00	
Total		$ 16,116.60
Balance		$ 700.38

Operating Costs, School Department, 1956/57 (Paid from County Library Fund)

Salaries	$12,539.86	
Maintenance and Operation	1,677.23	
Total	14,217.09	
Transfer from School Books Contra Fund	11,388.00	
Balance paid out of County Library Fund		$ 2,829.09



BOOKS AND BRANCHES
of the
SAN MATEO COUNTY FREE LIBRARY

Vol. 4 Redwood City November-December 1957 California No. 6

FUTURE DATES & EVENTS OF INTEREST

January 21	Book Selection Meeting
January 23	Public Library Executives' Meeting
February 20	Branch Meeting
March 16--22	National Library Week

"The best time for reading books in winter is late at night, long after post-supper drowsiness has worn off and the mind--in the late quiet--seems in tune with another dimension. Given a comfortable chair in a warm corner with a good light, and a bit of snow or sleet pecking at the window, a man can have a fine time with a good book. He may also be tricked into getting to bed later than he should, but other more exhausting and less rewarding re-creations have been known to achieve a like result. When books afford so much pleasure, fun and knowledge, and can provide such enjoyable mental messages, it is surprising (even discouraging) that all ninety-odd million American adults are not busy reading them."

New York Times--"Topics of the Times".

NATIONAL LIBRARY WEEK

California libraries will join with other libraries and interested groups in the promotion of National Library Week, March 16--22, 1958. National Library Week is sponsored by the National Book Committee and the American Library Association, and will be the biggest reading promotion effort that the book trade and its friends have ever started. The sponsoring agencies will be joined by communication media and national business and civic groups in an effort to promote reading, and dramatize the role of libraries, (including the home library) as vital cultural resources. It is hoped that one result of this promotion will be to make people aware of the need for greater support for better library services. The theme of Library Week is "Wake up and Read". There will be radio and TV programs as well as newspaper and magazine articles calling attention to the importance of books and reading. Let us know what you would like to do in your library and in your community in observance of National Library Week.

"SUNRISE SEMESTER"

The New York City area has been feeling the impact of an effective book-oriented TV program this fall. The Columbia Broadcasting system has cooperated with New York University to telecast a course in Comparative Literature. The Course is given weekdays at 6:30 a.m., hence the name. Interest in the course took the University, the station and booksellers by surprise. The program has an estimated audience of 120,000, with 175 enrolled for credit. Bookstores have been cleaned out of all available editions of each novel to be discussed. This noteworthy demonstration of the use of TV to promote reading is described by John Lardner in the December 14 issue of THE NEW YORKER (p. 210).

TOO MANY LIBRARIES?

"Free access to books for the student and the ordinary man is considered one of the benefits of a civilized community." This sentence from an article on Danish libraries was quoted in Books and Branches several years ago. Now it seems there is a hot controversy in Denmark between publishers and librarians as to whether Denmark may not, in fact, have too many libraries. The publishers contend that the free loan of newly published books is a serious hindrance to the sale of these books,--so much so that there is some question as to whether the publishers can continue to stay in business. Articles on this have recently appeared in Publisher's Weekly (August 12, 1957, p. 14) and UNESCO Bulletin for Libraries (October, 1957, p. 242). As a possible solution to the problem, the publishers suggest that libraries should not purchase new fiction titles until 15 to 18 months following date of publication. They would also like to require that libraries pay a license fee for each copy of a book purchased by the library. Adoption of such a license fee would of course mean that borrowers would in turn have to pay a fee for the privilege of borrowing books; librarians are of course opposed to any such plan. It is a problem which is certainly different from that which we face in this country at present, but it is one which gives us something to think about. Mr. Buckman, writing in Publisher's Weekly makes this comment: "A strong publishing industry is a valuable asset anywhere, but in a small country it is vital. If it is weakened, the cultural identity of the nation is also diminished. ...If it is true that, given unusual conditions, libraries really endanger the native publishing industry, then there can be no choice but to protect and encourage domestic publishing by some means."

UNESCO CONFERENCE

Miss Ross, Miss Bent and Mrs. Mathison attended some of the meetings of the Conference of the U.S. National Commission for UNESCO held in San Francisco November 6--9. It was a stimulating and exciting experience. Theme of the conference was "Asia and the United States." The outstanding speeches were those by Ahmed Bokhari of Pakistan, Walter Reuther and Madame Pandit. In addition to the talks and special discussion groups, there were a number of unusual cultural events--a special art display at the San Francisco Museum of Art, an evening of Indonesian dancing, special programs of Japanese and an excellent exhibit of books.

It was a rewarding experience, and I am only sorry that we were not able to attend the whole conference, and wish that more of the staff could have attended.

BOOK WEEK

Book Week activities got an early start with our Branch Meeting in Menlo Park which was devoted to reviews of children's books.

Marion Garthwaite's busy schedule included the following:

Special story hours at Millbrae, Francisquito and Belmont.

Book talks and story hours at schools:

Willow School--How books are made.
Brentwood School--Exploring with books.
Fremont School--Indian materials and books.

Talks to PTA's:

La Honda--Reading with children.
Brentwood--Books to encourage reading.
McDougal--Children's books to buy for Christmas.
Albion Horrall--Mrs. Garthwaite and Miss Schilpp, Children's Librarian, San Mateo Public Library, cooperated on a talk on children's books.

Miss Bent was the story teller at a story hour for primary grades at the Louis Barrett School.

Mrs. Lanzara and Mrs. Goodman combined their talents to introduce a gay circus atmosphere into the Belmont Branch for Book Week. Decorations included animals in cages, trapeze artists, clowns and all the other circus attractions. They have generously offered to loan these to any other branch, so let Miss Bent know if you would like to get on the circus circuit.

Mrs. Garthwaite and Mrs. Goodart visited Tunis School in December for a Christmas Story Hour and to show the children some of our new books. Tunis is one of the last one-room schools in the County.

RETIREMENT AND SOCIAL SECURITY BENEFITS FOR PART-TIME EMPLOYEES

The by-laws of the San Mateo County Employees Retirement System have been amended to include part-time employees. This means that such employees will also be included in Social Security. Coverage in both of these programs will take effect January 1 and the first deduction for these purposes will be made on the warrant for your January salary.

The Retirement Board will contact you to have you fill out the necessary papers for retirement coverage.

It is also necessary that each of you fill out an application for a social security number. We will forward these application cards to you. Please complete these cards and return them to us even though you may already have a social security number. If you do have a social security number already, please be sure that you put the correct number on this application card.

STAFF NEWS

Serious illness continues to be a problem for us, we sincerely hope that next year will be far better in this respect. Mrs. Josephine Crawford (Francisquito Branch) is recovering very well from major surgery. She went home from the hospital on December 23, and we all join in sending her our very best wishes for a speedy recovery. Mrs. Kaye Russell (Woodside Branch) has been on the sick list since early November. She too, is doing very well, and hopes to be back at work in January.

Mr. Samuel P. Chandler has been appointed City Librarian of Daly City. Mr. Chandler has been Science Librarian at Brigham Young University in Provo, Utah. He will report to his new position on January 10.

We have had a number of changes in our Library Page positions:

Grace Bartholomew replacing Dianne Long at Francisquito.
Judi Zermani replacing Sandra Burggrabe at Millbrae.
Sue Young replacing Shirley Meredith at San Carlos.
John Trollman has resigned from the Menlo Park staff.

Mrs. Barbara Paul has been covering the Woodside Branch in Mrs. Russell's absence.

We would like to take this opportunity to thank all of you for your lovely Christmas cards, and extend our Best Wishes for a very Happy New Year.

Virginia L. Rose

STATISTICAL REPORT

October - November, 1957

	Circulation October 1956	Circulation October 1957	Circulation November 1956	Circulation November 1957
Atherton	514	402	441	484
Bayshore	494	383	494	353
Belmont	5,164	6,965	5,051	7,130
Bookmobile	5,379	7,253	7,104	5,989
Brisbane	1,444	1,616	1,320	1,616
Colma	733	581	697	554
Daly City	983	936	587	862
El Granada	353	588	306	592
Francisquito	2,573	3,675	2,418	3,507
Half Moon Bay	479	717	572	551
La Honda	246	204	251	183
Main	3,425	3,180	3,187	2,908
Menlo Park	10,920	14,601	9,921	13,820
Millbrae	3,445	4,901	2,985	4,655
Montara	128	182	117	*
Pescadero	672	783	854	670
San Carlos	9,651	10,553	8,722	10,172
S.M.Co. Sanitorium	451	165	279	126
Sharp Park	4,171	3,881	3,990	3,388
Westlake	3,068	4,113	2,593	3,772
Woodside	842	1,554	704	1,203
TOTAL	55,135	67,503	52,593	62,535

*Figure not received

Book Shipments - October and November 1957	October	November
Books sent to branches	5,341	3,063
Books returned from branches	2,930	1,992

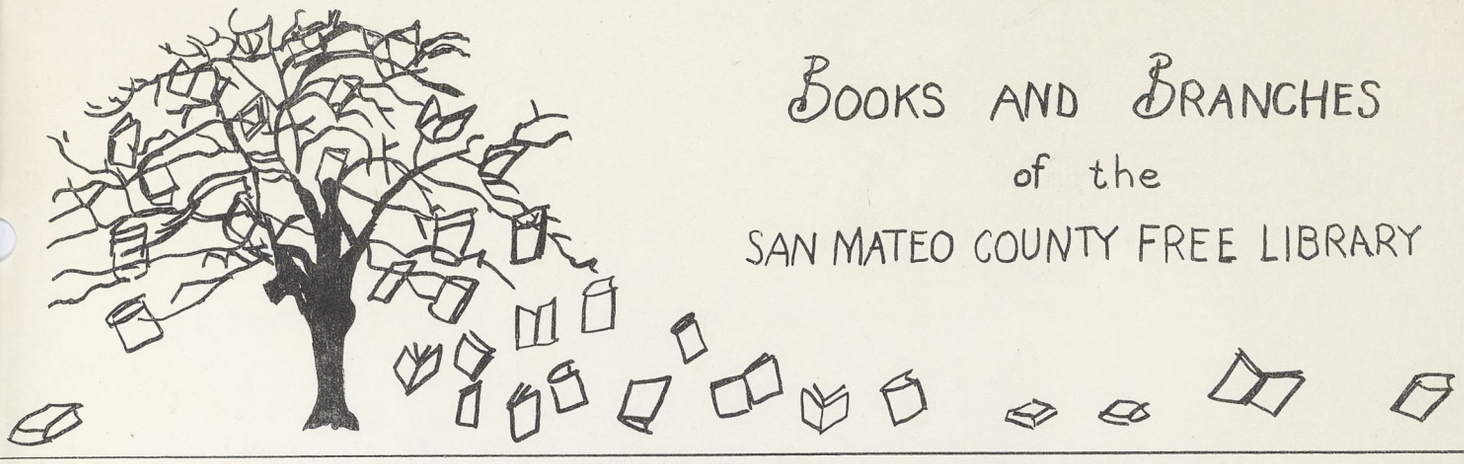
Books Processed - October and November 1957		Titles	Copies
Non-fiction		240	875
Fiction		72	408
Juvenile		278	2,436
Pamphlets		309	610
	Sub-total	899	4,329
Daly City		171	242
Menlo Park		18	26
	TOTAL	1,088	4,597

Special Requests Received at Headquarters - October and November 1957

Author-Title	1,334
Subject	157
TOTAL	1,491

SAN MATEO COUNTY
FREE LIBRARY
REDWOOD CITY, CAL.

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, Calif.



BOOKS AND BRANCHES
of the
SAN MATEO COUNTY FREE LIBRARY

S. Vol. 4 Redwood City July-August 1957 California No. 4

Future Dates and Events of Interest

August 27	Book Selection Meeting
August 28--Sept. 8	California State Fair, Sacramento. CLA will have a booth at the Fair.
Sept. 2	Labor Day--Holiday
Sept. 9	Admission Day--Holiday
Sept. 12	Association of Children's Librarians, San Francisco
Sept. 15--21	Constitution Week
Sept. 20	PLECC Meeting, Monterey
Sept. 24	Book Selection Meeting
Oct. 6--12	National Letter Writing Week
Oct. 6	Association of Children's Librarians, San Francisco
Oct. 14 & 15	County Librarians' Meeting, Fresno
Oct. 16--19	California Library Association Conference, Fresno
Oct. 20--26	United Nations' Week
Nov. 17--23	Children's Book Week

Building Plans

Preliminary plans for the Francisquito Branch Library have been accepted by the Board of Supervisors. The plans are for a 4,560 square feet building to be located on the site of the existing branch. Plans for Sharp Park and Headquarters are not yet as far along as this.

Statistics

This issue includes a statistical summary of County Library activities for 1956/57. All phases of our work (with the exception of services to schools) show continuing growth; a reflection of the steady population increase in the areas served by the County Library.

Percentage increases over 1955/56 are as follows:

Circulation of books	+14%
Number of registered borrowers	+17%
No. of books sent to branches	+35%
No. of books added to County Library	+47%
No. of titles added to County Library	+82%
No. of books cataloged and processed (Inc. Daly City & Menlo Park)	+45%
Special requests received at Hqtrs.	+21%
Inter-library loans	+ 6%
Reference & Reader's Aid transactions	+20%

The decrease in services to schools reflects the withdrawal of three districts from this service (Laguna Salada, Menlo Park and Ravenswood).

School Service

Effective July 1, 1957, the School Library service was transferred to the County Superintendent of Schools, and this service is no longer a part of the County Library. The service is now a part of the Instructional Materials Center of the County Superintendent of Schools, and is housed in the basement of the Court House, with an entrance on Middlefield Road. Mrs. Betty James, School Librarian, transferred to the County Superintendent's office as Librarian. Although she is no longer a member of our staff, it will be hard not to think of her as a fellow staff member. We will miss her participation in staff activities, and particularly in our book selection meetings. We hope that we will see her frequently, and that she will continue to come to some of our meetings. Other members of the School Department have been transferred to other positions in the County Library: Buddie Hainline to the Catalog and Order Department, Walter Lind to the Branch Department, Jo Crawford to Francisquito Branch and part time to Headquarters.

Summer Reading Club

Judging from all reports, the summer reading club is very popular. Trees are burgeoning in all of the branches and are producing a good crop of apples and pears. We will publish a complete report in the next issue of Books and Branches.

Visitors

Miss Barbara Boyd, Library Consultant from the State Library, visited us on August 15. We were happy to have the benefit of her advice on our building plans.

Institute on Library Administration

Miss Bent and Miss Ross attended this Institute which was held at UCLA August 7--9. We felt that the Institute fulfilled its stated purpose--"to encourage participants to re-examine their own administrative philosophy and practice". There were 100 registrants, and this large was divided into six small groups for group discussions. The Institute had a pattern of general speeches followed by group discussion. The program was as follows:

Democratic Administration	Edwin Castagana, Librarian Long Beach Public Library
Planning and Programming	John Henderson, Librarian Los Angeles County Library
Organization & Staffing	Andrew Horn, Librarian Occidental College Library
Evaluation of Staff Morale	Harold Hamill, Librarian Los Angeles City Library
Panel Discussion: Administration and Human Relations	Evelyn Hooker, Psychology Dept., UCLA B. Lamar Johnson, School of Educ., UCLA Abbott Kaplan, Associate Director, University Extension, UCLA
Summary & Commentary	Lawrence Powell, Librarian, UCLA Donald Coney, Librarian, University of California

The panel discussion provided some rather severe jolts to our established patterns of thinking about ourselves as librarians. I'm sure it made everyone present take a long second look at what he is doing, at the library or department he administers, and the kind of services they are giving. It was a stimulating, albeit a disturbing session.

New Library Buildings

Miss Bent and I both had an opportunity to attend the dedication of the Bret Harte Branch of the Long Beach Public Library on August 10. It is an outstanding building; well planned and very attractive. We were particularly impressed with the interesting use of color and materials. We also visited two other branches in the Long Beach system: (Los Altos and North), as well as the new West Los Angeles Regional Branch Library.

Annual Group Re-opening for Insurance

The annual group re-opening for insurance programs is now open. Closing date for medical benefits is September 6; for Life Insurance and weekly sickness benefits, October 6. Employees who work twenty or more hours per week are eligible, if you are interested, please contact Mrs. McKimmey at headquarters.

Services for the Blind

I am sure that you are all familiar with the Braille books and records for the blind which are available through the State Library. A recent article in the New York Times called to our attention an additional service for the blind, which we think you should know about. This is a service which makes available textbooks for students. An organization, known as Recording for the Blind, has made recordings of educational materials needed by students, about 3,000 books have been recorded to date. A blind student desiring a specific book should write to Recording for the Blind, 745 Fifth Ave., New York 22, N.Y. If the book is available on records, it will be loaned to the student. If the requested book has not yet been recorded, it is assigned for production and will be sent to the student when it has been recorded. At the present time priority is given students enrolled in formal academic courses, but it is planned to expand the program to offer material of a broader educational interest.

Miscellany

We often think that librarians need to be psychic to figure out some of the reference questions referred to them, but we know now that librarians don't have any monopoly on this. A carton of books was recently delivered to us (and this was the right place) with the following address on the label: "Daly City Police Library Sun Patio County Free Library, Redwood City." There must be some psychic people in the trucking business as well in libraries.

New Type Book Review

We think the following item from the SATURDAY REVIEW is too good to miss. It was included in the "Trade Winds" as a suggested 'all-purpose' book review.

"(Any Title Goes Here)

(Any Author's Name Goes Here)

This book is wise, yes, and beautiful, too, with ugly and sinister overtones. It is at once shocking and soothing--a book with lusty virility, bursting with compassion and pity. Its simplicity is equalled only by its stirring complexity which will leave the reader emotionally exhausted as it replenishes his deep spiritual needs.

To say that it is adult and mature is to ignore its refreshing and naive appeal to children. Within its lines are the seeds of tenderness which at last reveal a mood of enlightened horror and depressive joy.

Its daring, lurid, brash, and provocative approach to sex has been watered down, but not too much. Its majestic turbulence pragmatically states its theme with finely-etched precision. Honest.

(Author's name here) is a writer of extreme sensibility whose rought, masterful style bluntly spells out incomparable understanding and stimulating puzzlement. His flashes of quiet insight and outspoken integrity deviously combine to make a moving, absorbing, detached, hilarious, and tragic picture told with peerless subjective objectivity."

Branch News

Belmont: A runaway car hit the Belmont Branch on July 20. There was considerable damage to the building, but no damage to the furniture or books. The car hit in the area just back of the circulation desk, so it was extremely fortunate that the library was closed at the time, otherwise there might have been serious damage.

Menlo Park: The Menlo Park Library was dedicated on July 13 and opened for business on July 15. The 5,500 sq. ft. building was financed by a $120,000 municipal bond issue which was voted April 10, 1956. Cost of construction was $95,000; cost for furnishing and landscaping, $29,000. Kingsford Jones was the architect; Don Gordon, the contractor; and Arthur Cobbledick, the landscape architect. The building is located in the Menlo Park Civic Center and is the first unit in a proposed construction program for Civic Center buildings; book capacity of the building is 30,000 volumes. Gifts to the library include a magnolia tree for the children's patio, given by the Menlo Park Kiwanis Club, and a Japanese cherry tree for the adult patio given by the Menlo Park Garden Club. The Garden Club also gave a planter for the reading room, and was responsible for the many beautiful flower arrangements for the dedication ceremony. Two unusual exhibits added to the attractiveness of the library on the opening day; an exhibit of Chinese paintings by Paul Pei Jen Hau of Menlo Park, and a collection of antique Chinese snuff bottles loaned by R. J. Miedel of San Mateo. The library has done a tremendous business since opening--1,500 books were circulated the first day they were open in the new building, and the average daily circulation for July was 762.

The Friends of the Menlo Park Library have been re-activated and has held three meetings since June. The new officers are Mrs. John Crawford, Chairman; Mr. William Patton, Vice-Chairman; Mrs. Thomas Sewell, Secretary. The next meeting will be October 9, and Mrs. Anne Fisher, author of "Cathedral in the Sun" will be the guest speaker.

Pescadero: Mrs. Dias reports that the Pescadero Church won a first prize at the San Mateo County Fiesta for their exhibit of mushrooms, and that they gave credit in their exhibit to the assistance given them by the Pescadero Branch of the County Library, in getting information for their exhibit.

Sharp Park: Paintings by Mrs. Fawl of Linda Mar were on display in the library during July. Mrs. Fawl's favorite scenes are little known by-ways off Skyline Boulevard and Coast Highway.

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Again, may we ask that all of you send in news items and reports of what's doing in your branch--we are sure there are many other items which would be of interest, but we can't include them if you don't tell us about them. Please send them in to Mrs. Mathison, and mark them "For Books and Branches".

Staff News

Daly City: MISS PATRICIA CLARK resigned as Librarian of the Daly City Library to accept the position of City Librarian of San Luis Obispo. She started her new job on August 1.

Francisquito: SALLY RODEN is resigning as page and will be replaced by DIANNE LONG. Sally will be a student at Pomona College this fall.

Menlo Park: MISS JOAN RUCKER resigned as Menlo Park Librarian, effective August 17. Miss Rucker has accepted a position as Army Librarian. She will go to Europe in September for duty in either France or Germany. MRS. GRACE WARNER is temporarily in charge of the Menlo Park Library.

There are many new staff members at Menlo Park. MRS. LEISELOTTE FAJARDO, Library Assistant; MRS. BERNICE MARSTEN, Typist-Clerk I; TED GRUNER and TONY CARLEN, pages.

MRS. JEANNE CHURCH, MRS. IRENE LENNON, MRS. IRMA MOSELY and MRS. MARGARET PRATT are working as Library Assistants on an Extra Help basis.

Millbrae: MRS. MARY VIRGINIA BURTON was appointed as Library Assistant effective August 1.

San Carlos: MRS. ELLEN COVEY has been in the hospital. She has our best wishes for a quick recovery.

MRS. VIRGINIA ELDRIDGE has been appointed as Library Assistant effective September 3, CAROL TRAGER appointed as page, effective September 3.

Woodside: JAMES SHINE has been appointed as page effective September 3.

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We send our very best wishes with the staff members who are leaving--we will miss them; and we extend a welcome to our new staff members.

Virginia L. Ross

STATISTICAL REPORT

1955/56 1956/57

	Circulation		Borrowers	
	1955/56	1955/57	1955/56	1956/57
Atherton	5,383	5,890	411	439
Bayshore	5,389	4,538	348	350
Belmont	53,072	65,272	2,590	3,300
Bookmobile	57,879	68,866	6,834	8,233
Brisbane	13,811	16,886	692	786
Colma	8,028	8,280	449	441
Daly City	14,886	11,106	7,737	7,658
El Granada	3,692	4,228	122	141
Francisquito	28,734	34,530	2,152	2,504
Half Moon Bay	5,280	6,745	363	448
La Honda	1,797	2,301	146	102
Lomita Park *	11,859	-	557	-
Main	37,839	38,304	3,857	4,128
Menlo Park	118,531	132,624	7,414	9,604
Millbrae	35,371	44,397	3,568	4,586
Montara	1,664	1,813	40	40
Peninsula Hospital **	1,716	-	-	-
Pescadero	6,925	7,517	266	289
Portola ***	4,755	-	-	-
San Carlos	106,701	114,955	7,567	8,342
Sanatorium	3,940	3,751	-	-
Sharp Park	38,120	42,288	1,994	2,251
Westlake ****	5,245	37,667	1,343	3,185
Woodside	8,503	12,672	507	746
Summer Camps	200	401	-	-
TOTAL	579,320	665,031	48,957	57,573

* Lomita Park--Closed June, 1956
** Peninsula Hospital--Closed, February, 1956
*** Portola--Closed June 15, 1956
**** Westlake--Opened April 16, 1956

Book Shipments	1955/56	1956/57
Books sent to Branches	27,843	37,235
Books returned from Branches	20,478	24,476
Books sent to Schools	82,672	48,624

Book Stock	1955/56		1956/57	
	General Collect.	School Collect.	General Collect.	School Collect.
Number of volumes added	9,915	15,017	14,666	2,300
Number of volumes withdrawn	2,699	11,873	1,858	21,712
Total volumes, June 30	123,098	109,456	135,906	90,044
Number of titles added	2,172	650	3,958	126
Vol. received from Book Rental Serv.	971		775	

Total Number of Books Catalogued and Processed		1955/56	1956/57
County Library General Collection		9,883	14,655
Menlo Park		418	729
Daly City		2,100	2,601
	Sub-total	12,401	17,985
School Collection		15,017	2,300
	TOTAL	27,418	20,285

Card Statistics	1955/56 Typed	1955/56 Multilithed	1955/56 Total	1956/57 Typed	1956/57 Multilithed	1956/57 Total
Catalog Cards						
Main catalog	4,843	1,712	6,555	6,952	2,329	9,281
State Library	1,327	319	1,646	1,882	307	2,189
Branch catalogs	14,946	20,294	35,240	13,363	35,977	49,340
Daly City & Westlake	6,950	762	7,712	7,679	1,313	8,992
Menlo Park	371	-	371	968	18	986
TOTAL	28,437	23,087	51,524	30,844	39,944	70,788
Book cards and station cards		15,970	15,970		26,304	26,304
Masters typed (card size)			6,014			9,896

Special Requests received at Headquarters	1955/56	1956/57
Author - Title	6,174	7,322
Subject	527	833
	6,701	8,155

Inter-Library Loans	1955/56	1956/57
Books Borrowed	1,362	1,444
Books Loaned	235	177

Reference and Readers Aid Transactions	1955/56	1956/57
	17,149	20,642

STATISTICAL REPORT
June-July 1957

	Circulation June 1956	Circulation June 1957	Circulation July 1956	Circulation July 1957
Alberton	509	533	530	526
Bayshore	394	309	204	231
Belmont	4,759	6,133	5,533	7,001
Bookmobile	2,821	4,503	3,463	5,755
Brisbane	989	1,568	1,109	1,939
Colma	811	702	997	545
Daly City	1,199	936	998	1,055
El Granada	405	272	334	370
Francisquito	2,689	3,121	3,264	3,867
Half Moon Bay	439	503	612	625
La Honda	189	213	211	242
Lomita Park*	459	-	-	-
Main	2,890	3,018	3,553	3,990
Menlo Park	10,306	11,267	12,888	9,908 #
Millbrae	3,067	3,927	3,685	5,159
Montara	156	170	93	161
Pescadero	547	522	394	526
Portola**	60	-	-	-
San Carlos	9,139	10,151	11,137	12,297
S.M.Co. Sanitorium	481	233	336	279
Sharp Park	2,085	3,174	3,255	3,558
Westlake	2,332	3,565	2,528	4,303
Woodside	658	1,007	932	1,176
TOTAL	47,384	55,827	56,056	63,513

* Closed - June, 1956
** Closed - June 15, 1956
\# Menlo Park closed July 1-14, 1957 for inventory and moving

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Book Shipments - June and July 1957	June	July
Books sent to branches	2,817	2,578
Books returned from branches	2,234	3,561

Books Processed - June and July, 1957	Titles	Copies
Non-fiction	328	1,307
Fiction	49	192
Juvenile	65	370
Pamphlets	251	512
Sub-total	693	2,381
Daly City	365	451
Menlo Park	124	137
TOTAL	1,182	2,969

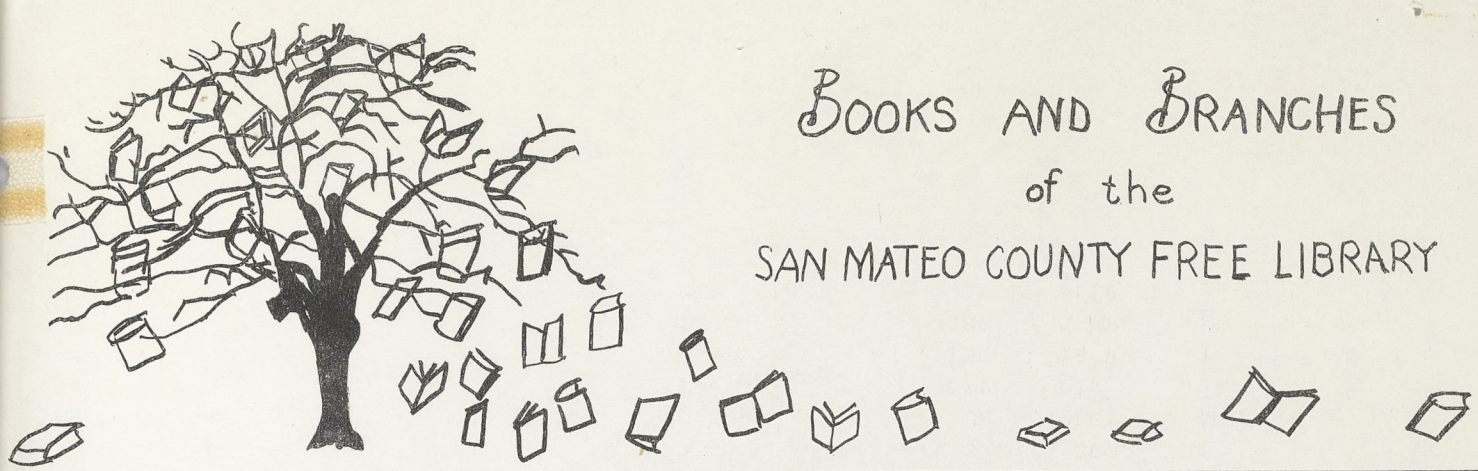
Special Requests Received at Headquarters - June and July, 1957

Author - Title	1,314
Subject	208
TOTAL	1,522

SAN MATEO COUNTY
A GOOD PLACE
TO LIVE

REDWOOD CITY CALIF. AUG 27 '57 U.S. POSTAGE 02¢ PB METER 171597

Dr. Lionel Farber
159 Wilshire Ave
Daly City, Calif.



Books and Branches of the San Mateo County Free Library

Vol. 4 Redwood City September-October 1957 California No. 5

DATES AND EVENTS OF INTEREST

Nov. 5	Book Selection Meeting
Nov. 6--9	6th National Conference, U.S. National Commission for UNESCO, San Francisco
Nov. 7	A.C.L. Meeting, San Francisco
Nov. 11	Veteran's Day, Holiday
Nov. 14	Branch Meeting, 9:15 a.m. Menlo Park Library
Nov. 15	Northern California Regional Group of Catalogers, Berkeley, 1 p.m.
Nov. 15--Dec. 15	Jewish Book Month
Nov. 17--23	Children's Book Week
Nov. 21	PLECC meeting, Santa Rosa, 3 p.m.
Nov. 28	Thanksgiving Day, Holiday
Dec. 6	Documents Workshop, Oakland Public Library
March 16--22	National Library Week

COUNTY LIBRARIAN'S MEETING & CALIFORNIA LIBRARY ASSOCIATION CONFERENCE

County Librarians met in Fresno October 14--15 in closed session and October 16--18, concurrently with the CLA conference. On October 14, Miss Ross and Mr. William Siegel, legal counsel of the California Supervisor's Association, led a discussion on 1957 legislation affecting libraries. Since this was a record year for library legislation, there were many bills to be discussed and Mr. Siegel explored the ramifications and implications of this legislation as it affected libraries.

County Librarian's Meeting & California Library Association Conference (cont.)

The program on Tuesday included reports on the Library Services Act projects now under way, or in the planning stage, in California. These projects include the following:

1. Bookmobile demonstration project in Butte County.

2. A processing center for some northern California libraries.

3. Amador-Stockton project: a project to survey library facilities and services in Amador County and suggest methods of providing improved service.

4. Extended service in Santa Barbara County.

Luncheon speaker for the County Librarian's meeting on Tuesday was Mr. M. D. Tarshes, Executive Officer, Sacramento County, who spoke on "Financial resources and tax structure of California Counties".

Many events of the CLA conference focused on the observance of the 100th anniversary of the birth of James L. Gillis, State Librarian 1899-1917. Speakers at the first general session included Miss Harriet Eddy, County Library organizer 1909-1918; Miss Susan T. Smith, former Reference Librarian, State Library, and former Berkeley City Librarian; and Mrs. Eleanor Hitt Morgan, former Assistant State Librarian. The meeting was followed by a luncheon sponsored by the Gillis Centennial Committee.

It is difficult to report on the many meetings and activities of the busy three-day conference in Fresno. President Madden, in his report to the membership, presented a candid, revealing and disturbing appraisal of professional librarianship in California today--and stressed the necessity of active participation in CLA if we are to meet the challenges, and take advantage of the opportunities which face us. His report will be published and should be read by everyone in the library field.

Other speakers at the conference included John S. Robling, Director of Public Relations, National Book Committee, who spoke on National Library Week; Dr. Herman H. Fussler, Director of Libraries, University of Chicago: "Books, libraries and automation"; Jessamyn West; George P. Hammond, Director of Bancroft Library: "Who saw the elephant"; Robert S. Bray, Chief, Division of the Blind, Library of Congress: "Library services for the Blind"; Richard Chase: "Living Folklore".

Governor Goodwin J. Knight, scheduled to speak at the Trustees Luncheon, was unable to attend because of illness. The speech which he had prepared was read by Percy Heckendorf, President-elect of the Trustees Section.

It was a busy conference, but, to me, there was a sense of being poised at mid-point--a pause for an appraisal of where we stand in relation to the goals envisaged and work initiated, by James Gillis; and a look ahead to consider the great possibilities for improved service which may develop as a result of the Public Library Survey.

PUBLIC LIBRARY COMMISSION

Governor Knight has appointed the members of the Public Library Commission. This commission will study the operations of California public libraries, and make recommendations as to how library service may be improved. Percy C. Heckendorf, Santa Barbara attorney and president-elect of the Trustees Section of the California Library Association has been appointed chairman of the commission. Other members are: Dr. Bernard B. Bartlett, Eureka; Mayor Ira J. Chrisman, Visalia; Marion Dozier, Los Angeles; Walter G. Drysdale, Georgetown; Mrs. Evelyn M. Ingalls, North Hollywood; Mrs. Dorothea McCall, Coronado; Mrs. J. Henry Mohr, San Francisco; Col. Samuel Rubin, San Francisco. Legislative members of the committee are: Senators Paul L. Byrne, Chico and Fred S. Farr, Carmel; Assemblymen Ernest Geddes, Claremont and William B. Rumford, Berkeley.

DOCUMENTS WORKSHOP

The CLA Documents Committee is sponsoring a workshop to be held December 6 at 10 a.m. at the Oakland Public Library. The program is as follows:

Subjects:

(1) Maps in documents.
--Mrs. Amelia White & Mr. William McCoy, Government Publications Section, California State Library.

(2) Selected bibliography and indexes useful in working with government documents.
--Miss Elizabeth Landrum & Miss Mae Cowden, Fresno State College Library.

(3) United Nations publications: general description, acquisition, arrangement and reference.
--Mrs. Mary Manning Cook, Reference Dept., Mills College Library.
--Miss Mary Elizabeth Hughes, Documents Librarian, Stanford University.
--Mrs. Eleanor Engstrand, Documents Department, UC, Berkeley.

Each section will meet for the entire day.

If you wish to attend, please notify Miss Bent before November 13.

BOOK WEEK

Theme of Book Week this year is "Explore with Books". We are no longer trying to supply new fall titles for Book Week since we feel that selection to meet a deadline is not always consistent with really sound book selection policy. You are receiving new juvenile titles (1956 & 1957 publications) and these may be set aside for special display for Book Week; also, this year's theme seems to lend itself to featuring older books on a wide variety of subjects. Our Branch Meeting on the 14th will give you an overview of some of the outstanding fall titles.

BRANCH MEETING

The next Branch Meeting will be held at the Menlo Park Library, November 14 at 9:15 a.m. Reviews of new children's books will be given by Marion Garthwaite, Barbara Bent, Ila Lanzara, Isabel Adams, Esther Bahls, Hazel Russell, Lieselotte Fajardo and Cathy Goodart. The books will be on display so that you will have an opportunity to examine them. This will be our first meeting to be held in the new Menlo Park Library and we hope you will all make it a point to come. There are a number of important items of business which will be discussed at this meeting.

UNESCO CONFERENCE

"Asia and the United States: what the American Citizen can do to promote mutual understanding and cooperation". This is the theme of the 6th National Conference of the U.S. National Commission for UNESCO to be held in San Francisco, Nov. 6--9. Speakers for this important conference include Christian Herter, Luther Evans, Walter Reuther and Madame Pandit. This would be a good time to feature books and pamphlets on Asia in your libraries.

JAMES L. GILLIS CENTENNIAL

As noted elsewhere, October is the centennial of the birth of James L. Gillis. Mr. Gillis' contribution to librarianship in California is outstanding. The plan of library service which he developed and put into operation shows great foresight, and comprehension of problems, policies, and procedures which were far in advance of the thinking of his time. The October, 1957 issue of News Notes of California Libraries is devoted to writings by and about Mr. Gillis, and the early days of California libraries. It is fascinating and inspiring reading, and I would like to have every staff member read it. Extra copies are available and can be sent to branches on request. The following quotation from Mr. Gillis seems, to me, to be as meaningful today as it was at the time it was written. "California has the chance to do something for herself in a way that will not only be of great benefit to her people, but that will make an epoch in the history of library development..."

SUMMER READING PROGRAM

"Let Your Reading Grow With this Tree" was the theme of the summer reading clubs for this year. The tree was Ila Lanzara's brain child, and Marion Goodman did the art work. The children had reading certificates to color and pasted green leaves and red apples on the trees as the books were read.

More children signed up than is indicated, since only participants are included in this report.

Ila Lanzara wrote in that 210 children were active readers in the Summer Reading Club at BELMONT, and 2210 books read would be a fair estimate. She also reported seven very successful story hours where 111 children were entertained by Barbara Bent and several ladies of the Belmont Woman's Club.

Bernice Delbon sent word that 27 children took part at BRISBANE, with approximately 500 books read by the members. She held a fine wind-up party.

Julia Jaymot at COLMA had 35 children participating with a total of 274 books read, a fine showing for that small branch.

Joy Belle Jackson said that 69 children took part at DALY CITY and 62 at WESTLAKE, with a total of 945 books read for the two branches.

Jo Crawford had 130 participating at FRANCISQUITO, and added, "I don't know the number of books read, but we had two posters full of leaves and apples and a fine wind-up party.

Kay Smithson said she thought that better readers took advantage of the program this year at MAIN, and the competition was keen. She felt that this program attracted older children and these read better books this year.

MENLO PARK was involved in Operation Big Move, so we have no report from them.

Summer Reading Program (cont.)

Carolyn Onyon reported 54 active members at MILLBRAE, and said she felt that the club was very successful.

Isabel Adams reported 329 children enrolled at SAN CARLOS, and said they couldn't count the number of books. She sent the certificates to the schools so the teachers and principals could see what these children had been reading during the summer. The certificates were then returned to the children.

Florence Novak, at SHARP PARK, used a tree about three times as large as the one provided, and cut the leaves and apples a third as large as the pattern. They used the small tree sent by the library for the children under six whose books were read to them.

Kaye Russell reported that WOODSIDE had 35 readers. Since this was the first time the branch had had a reading club during the summer, she felt it was a good start. They also had a story hour each Friday.

Next year the Library is planning to take advantage of the State Division of Forest Services' offer of free materials in a "Smokey Bear" summer reading club. This will be a state-wide project.

BRANCH NEWS

El Granada: The El Granada Branch has been expanded and brightened up with a new coat of paint. It looks very gay and cheerful.

Millbrae: Marion Garthwaite had two story hours at Millbrae in October.

Sharp Park: Mrs. Novak suggested the name "Sanchez" for the new Pedro Valley School, and her suggestion was adopted.

The art display in the library featured the work of two young artists. Louis Kukula, 18 year old Pacific Manor boy, was chosen artist of the month for September, and four of his oil paintings were on display. Eight year old Patricia Lolly made the "Cave of Jewels" after reading Aladdin and the Magic Lamp. Her picture won first prize at the County Fiesta, and was on display in the library.

Residents of the North Coast area voted to incorporate on October 29, and "Pacifica" becomes the county's 15th city. Pacifica includes the communities of Sharp Park, Linda Mar, Edgemar, Westview, Pacific Manor, Rockaway Beach, Fairway Park, Vallemar and Pedro Point.

!!!!!.S.O.S.!!!!!

Will all the branches who have or have had AUNTIE MAME by Dennis please look in their circulation files for the book card for copy number 159461? If you find the card, please send it in to the Branch Department so AUNTIE can get off the snag shelf.

STAFF NEWS

Menlo Park: Mr. PHILIP MORALES has been appointed to the new position of City Librarian of Menlo Park. Mr. Morales was on the staff of the San Mateo County Library from August 1951 to August 1955. Since August 1955 he has been on the staff of the Alameda County Library. We are happy to have him at Menlo Park and hope he will enjoy his new position.

MRS. MARTHA GLASSEY has returned to her former position of Typist-Clerk I, replacing Mrs. Bernice Marsten.

MRS. DOROTHY MIX is recovering from an operation and hopes to be back on the job November 12.

JOHN TROLLMAN has been appointed as Clerical Assistant, replacing Tony Carlen.

MRS. ALICE PAULHE and MRS. ELIZABETH PERRY have been working on an Extra Help basis.

Millbrae: SANDRA BURGRABBE has been appointed as Clerical Assistant, replacing Nancy Hand.

San Carlos: ELLEN COVEY has returned to work after a lengthy convalescent period, and we are very happy to have her back.

SHIRLEY MEREDITH resigned as Clerical Assistant.

- -

We have news from Joan Rucker that she has been assigned to Munich. Her letter is so interesting that we are taking the liberty of including some quotes. "We stayed overnight in Bremerhaven at an army hotel and left for Nurnberg the next day. It was a beautiful, sunny day and gave us a chance to see much of the countryside. We arrived in Nurnberg about 5 o'clock that night and stayed at the U.S. Army hotel. We spent the 6th sightseeing and I had my first real look at the mass destruction done by the bombing of this country. About 40% of Nurnberg's buildings were destroyed and 50% of her apartments. All over the city there are tall cranes being used for constructing and reconstructing. Regardless of who was at fault the damage is deplorable and tells a grim tale. ...

"I have been assigned two libraries--one with a circulation of 950 a month and the other 375. It's a nice breather after Menlo, but there's still much to be done. I have to work on publicity, catalog a record collection, plan posters, bulletin boards and make reports, etc. ..."

We have also had an interesting letter from Martha Dodson, who is at Nouasseur in French Morocco, and appears to be enjoying her assignment with the Air Force.

Virginia L Ross

STATISTICAL REPORT

August - September, 1957

	Circulation August 1956	Circulation August 1957	Circulation Sept. 1956	Circulation Sept. 1957
Atherton	584	554	337	367
Bayshore	175	216	381	270
Belmont	5,615	6,207	4,546	5,997
Bookmobile	4,340	5,517	5,379	5,655
Brisbane	1,092	1,632	980	1,446
Colma	750	498	428	540
Daly City	1,046	968	871	786
El Granada	407	401	295	377
Francisquito	2,848	3,621	2,310	3,066
Half Moon Bay	595	721	490	565
La Honda	198	206	237	192
Main	3,552	3,876	2,675	2,828
Menlo Park	12,607	16,099	9,676	13,285
Millbrae	4,110	4,814	2,885	3,881
Montara	141	168	107	146
Pescadero	577	686	627	679
San Carlos	11,179	11,202	8,123	10,012
S.M.Co. Sanitorium	406	155	355	305
Sharp Park	3,780	3,086	3,834	3,167
Westlake	3,095	3,982	2,969	3,753
Woodside	792	1,058	652	704
TOTAL	57,889	65,667	48,157	58,021

Book Shipments - August and September 1957

	August	September
Books sent to branches	3,759	2,486
Books returned from branches	1,786	2,475

Books Processed - August and September 1957

		Titles	Copies
Non-fiction		263	927
Fiction		105	612
Juvenile		125	978
Pamphlets		264	400
	Sub-total	757	2,917
Daly City		306	417
Menlo Park		-	4
	TOTAL	1,063	3,338

Special Requests Received at Headquarters - August and September 1957

Author - Title	1,497
Subject	227
TOTAL	1,724

SAN MATEO COUNTY
FREE LIBRARY
REDWOOD CITY, CAL.

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wilshire Avenue
Daly City, Calif.

Santa Claus CENSUS

Westlake
1949.... 297
1950...2,843
1951...4,522
1952...6,291
1953...8,457
1954..10,302
1955..13,217
1956..15,139
1957..17,248

BOY, IT'S STILL GROWING! We've got to find something extra special for these Westlake folks who already enjoy so many good things!

MERRY CHRISTMAS ★ HENRY DOELGER, INC.

AGREEMENT BETWEEN COUNTY OF SAN MATEO AND CITY OF DALY CITY FOR COUNTY FREE LIBRARY SERVICE BY CITY

THIS AGREEMENT, entered into this ____ day of _____, 1956, by and between the CITY OF DALY CITY, a municipal corporation of the County of San Mateo, State of California, and the COUNTY OF SAN MATEO, a political subdivision of the State of California:

W I T N E S S E T H:

WHEREAS, said County is authorized to establish and maintain and has established and is maintaining a County Free Library System in the County of San Mateo pursuant to Section 22,101, et seq., of the Education Code; and

WHEREAS, said City is presently operating and maintaining a city free public library in the City of Daly City, known as the Daly City Public Library, and said County and City are desirous of entering into an agreement for library benefits to peoples within the area of the City of Daly City and the County Free Library System; and

WHEREAS, City is operating and maintaining a branch library of the County Free Library System of County, and of City's Library System known as the Westlake-Broadmoor Branch situate in the City of Daly City, pursuant to agreement therefor, and said County and said City are desirous of entering into an agreement for the operation of said Westlake-Broadmoor Branch by said City for the fiscal year 1956-1957; and

WHEREAS, said County and said City are authorized to contract for the assumption by said Daly City Public Library of the functions of a county free library of said County and for the operation of said Westlake-Broadmoor Branch of the County Free Library System of said County by said City:

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. DEFINITIONS. For the Purpose of this agreement certain terms are hereby defined as follows:

a. CITY. City shall mean the City of Daly City, a municipal corporation of the County of San Mateo, State of California.

b. COUNTY. County shall mean the County of San Mateo, a political subdivision of the State of California.

c. CITY LIBRARY. City Library shall mean the Daly City Public Library of the City of Daly City.

d. WESTLAKE-BROADMOOR BRANCH. Westlake-Broadmoor Branch shall mean the Westlake Broadmoor Branch of the County Free Library System of the County of San Mateo and of the City's Library System.

e. COUNTY LIBRARIAN. County Librarian shall mean the County Librarian of the County of San Mateo.

2. LENGTH OF AGREEMENT. This agreement shall be in effect during the period from the 1st day of July, 1956, to and including the 30th day of June, 1957, provided however that either party hereto may terminate said agreement upon giving notice thereof in writing at least thirty (30) days in advance of said termination.

3. PUBLIC LIBRARY SERVICE BY CITY. City agrees to operate as part of its City Library and maintain the Westlake-Broadmoor Branch for and on behalf of County and the City for library purposes, and further agrees that City Library shall and does hereby assume the functions and duties of a branch library of the county free library system of County for County library purposes as well as its functions as a City Library. City agrees that each of said public libraries above mentioned shall furnish county library service to any resident of County who is eligible therefor.

4. PRIVILEGE OF CITY RESIDENTS. County agrees that residents of City shall and do have the same privileges of the County Free Library System of County as are granted to, or enjoyed by, the residents of County outside of City, including use of the Colma Branch of the County Free Library System of County and the Bookmo-

bile of said County Free Library System of County.

5. SERVICES AND SUPPLIES BY COUNTY. It is agreed that County shall perform certain services for the Westlake-Broadmoor Branch and for the City Library and shall furnish certain library books and supplies for said public libraries as follows:

a. CATALOGING AND PROCESSING OF BOOKS. County Librarian shall catalog and process all books acquired during the time that this agreement is in effect by the Daly City Library Commission for use in the City Library. It is understood that the County Librarian shall catalog and process such books within a reasonable time from the receipt thereof, and shall return the same to City Library.

b. SUPPLIES FOR CHARGING MACHINES. County Librarian shall furnish such supplies at County expense as may be necessary for use in conjunction with the charging machines at the Westlake-Broadmoor Branch and at the City Library.

c. PERIODICAL MAGAZINES. County Librarian shall subscribe to and provide for each of said public libraries periodical magazines in an amount and of the types to be selected by said County and City Librarian , provided however that the total cost of said periodical magazines so furnished to the Westlake-Broadmoor Branch and to the City Library does not exceed the sum of $350.00 during the term of this agreement. All prices shall be at cost price to County Librarian.

d. RENTAL BOOKS. County Librarian shall furnish to City for the use of both the Westlake-Broadmoor Branch and the City Library a collection of books of current fiction and popular non-fiction to be selected by the County Librarian from the books received by the County pursuant to its agreement with McNaughton Libraries, Inc., for the rental by County of library books for the County Free Library System. The inventory of such books to be maintained for use by City as herein provided shall be maintained at not less than ninety-five (95) books minimum and at least an additional one hundred (100) new books during the year shall be

supplied by the County Librarian during the time this agreement is in effect, but it is expressly understood that nothing herein shall be construed or intended to restrict the rights of County or to increase the duties or liabilities of County under the terms of said agreement with McNaughton Libraries Inc., aforementioned.

e. REFERENCE SERVICE. County Librarian shall furnish to the Westlake-Broadmoor Branch and to the City Library such reference service, including inter-library loan service from libraries of the State of California and other libraries as may be available to the County Free Library System of County.

f. RESOURCE SERVICE. County Librarian shall make available to the Westlake-Broadmoor Branch and to the City Library the resources of the County Free Library System's Book Stock of 135,000 122,000 volumes and the professional services of the library staff of said County Free Library System as needed.

g. NUMBER OF BOOKS. County Librarian shall supply a reasonable number of county library books to the Westlake-Broadmoor Branch and to the City Library, when necessary therefor, not to exceed a total number of ~~6100~~ 7000 volumes for both libraries. less on hand 7755

h. PICKUP AND DELIVERY SERVICE. County Librarian shall provide such pickup and delivery service of books and supplies as may be needed in connection with the performance of the services and the furnishings of books to City pursuant to Paragraph 5 of this agreement, provided however that such pickup and delivery service shall be provided at least once every two weeks during the time that this agreement is in effect.

i. REPORT. County Librarian shall make an annual report not later than October 1, 1957 to the Daly City Library Commission setting forth the amounts and types of library service furnished by County during time this agreement is effective, to each of the libraries herein provided for.

6. HOURS PUBLIC LIBRARY TO REMAIN OPEN. City agrees that each of the public libraries provided for in this agreement shall

remain open for the purpose of rendering County Free Library Service a minimum of thirty (30) hours per week.

7. PAYMENT BY COUNTY. In consideration of the furnishing of County Free Library Service by City as herein provided County agrees to pay the sum of FIFTEEN THOUSAND ONE HUNDRED EIGHT DOLLARS (~~$15,108.00~~ $18647) in installments as follows, to-wit: the sum of $7,554.00 on or before the 1st day of January, 1957, the sum of $3,777.00 on or before the 1st day of April, 1957, and the sum of $3,777.00 on or before the 1st day of July, 1957. [equal payments]

8. BINDERY COSTS. County agrees to pay the cost of binding books owned by the City of Daly City during the time that this agreement is in effect provided, however, that the total of said cost shall not exceed the sum of SIX HUNDRED DOLLARS ($~~600.00~~ 800.00) and shall in addition repair a reasonable number of books of the City.

9. RENTAL OF CHARGING MACHINES. County agrees to pay the cost of renting two charging machines, one for the City Library and one for the Westlake-Broadmoor Branch for use in said public libraries by City during the time that this agreement is in effect, provided that the total of said rental cost shall not exceed the sum of $100.00 for both of said machines.

10. MONTHLY STATEMENTS BY CITY. Each month City shall furnish a statement in writing to the County Librarian showing for the preceding month the number of library books circulated at each of said public libraries, the number of books circulated by City and the number of books circulated by County at each of said public libraries.

11. APPORTIONMENT OF FINES ON LIBRARY BOOKS BETWEEN CITY AND COUNTY. The fines for overdue and delinquent library books collected by City at the Westlake-Broadmoor Branch and at the City Library shall be apportioned as follows:

a. SEPARATE APPORTIONMENT. The apportionment of fines on library books on the basis of circulation as hereinafter provided shall be made and computed separately by City for each of the pub-

lic libraries to be operated by City pursuant to this agreement.

b. CITY APPORTIONMENT. Quarterly there shall be transferred into the proper funds of City an amount which bears the same proportion to the total amount of fines collected at each public library during the preceding three months period as the number of library books circulated by City at said public library bears to the total number of library books in circulation at said public library for said preceding three months period.

c. COUNTY APPORTIONMENT. Quarterly there shall be transferred to County for deposit in the County Library Fund of County by City an amount which bears the same proportion to the total amount of fines collected at each public library during the preceding three months period as the number of library books circulated by County at said public library bears to the total number of library books in circulation at said public library for said preceding three months period.

d. QUARTERLY STATEMENTS BY CITY. Quarterly City shall furnish a statement in writing to the County Librarian showing for the preceding three month period the total amount of fines collected on library books by City at each of said public libraries.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have hereunto affixed their hands the day and year first above written.

COUNTY OF SAN MATEO, a political subdivision of the State of California.

BY: _____
Chairman, Board of Supervisors

ATTEST:

_____
Clerk, Board of Supervisors

APPROVED:

_____
County Librarian

CITY OF DALY CITY

BY _____
Mayor

ATTEST:

_____
City Clerk

APPROVED:

DALY CITY LIBRARY COMMISSION

BY _____
President

Draft of proposed agreement made by City Attorney

AGREEMENT BETWEEN COUNTYOF SAN MATEO AND CITY OF DALY CITY FOR COUNTY FREE LIBRARY SERVICE BY CITY.

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WITNESSETH:

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WHEREAS, said City is presently operating and maintaining a city free public library in the City of Daly City, known as the Daly City Public Library, and said County and City are desirous of entering into an agreement for library benefits to peoples within the area of the City of Daly City and the County Free Library System; and

WHEREAS, City is operating and maintaining a branch library of the County Free Library System of County, and the City Library known as the Westlake-Broadmoor Branch situate in the City of Daly City, pursuant to agreement therefor, and said County and said City are desirous of entering into an agreement for the operation of said Westlake-Broadmoor Branch by said City for the fiscal year 1956-1957; and

WHEREAS, said County and said City are authorized to contract for the assumption by said Daly City Public Library of the functions of a county free library of said County and for the operation of said Westlake-Broadmoor Branch of the County Free Library System of said County by said City:

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d. WESTLAKE-BROADMOOR BRANCH. Westlake-Broadmoor Branch shall mean the Westlake Broadmoor Branch of the County Free Library System of the County of San Mateo and the City Library.

e. COUNTY LIBRARIAN. County Librarian shall mean the County Librarian of the County of San Mateo.

2. LENGTH OF AGREEMENT. This agreement shall be in effect during the period from the 1st day of July, 1956, to and including the 30th day of June, 1957, provided however that either party hereto may terminate said agreement upon giving notice thereof in writing at least thirty (30) days in advance of said termination.

3. PUBLIC LIBRARY SERVICE BY CITY. City agrees to operate as part of its City Library and maintain the Westlake-Broadmoor Branch for and on behalf of County and the City for library purposes, and further agrees that City Library shall and does hereby assume the functions and duties of a branch library of the county free library sustem of County for County library purposes as well as its functions as a City Library. City agrees that each of said public libraries above mentioned shall furnish county library service to any resident of County who is eligible therefor.

4. PRIVILEGE OF CITY RESIDENTS. County agrees that residents of City shall and do have the same privileges of the County Free Library System of County as are granted to, or enjoyed by, the residents of County outside of City, including use of the Colma Branch of the County Free Library System of County and the Bookmobile of said County Free Library System of County.

5. SERVICES AND SUPPLIES BY COUNTY. It is agreed that County shall perform certain services for the Westlake-Broadmoor Branch and for the City Library and shall furnish certain library books and supplies for said public libraries as follows:

a. CATALOGING AND PROCESSING OF BOOKS. County Librarian shall catalog and process all books acquired during the time that this agreement is in effect by the Daly City Library Commission for use in the City Library. It is understood that the County Librarian shall catalog and process such books within a reasonable time from the receipt thereof, and shall return the same to City Library.

b. SUPPLIES FOR CHARGING MACHINES. County Librarian shall furnish such supplies at her expense as may be necessary for use in conjunction with the charging machines at the Westlake-Broadmoor Branch and at the City Library.

c. PERIODICAL MAGAZINES. County Librarian shall subscribe to and provide for each of said public libraries periodical magazines in an amount and of the types to be selected by said County and City Librarians, provided however that the total cost of said periodical magazines so furnished to the Westlake-Broadmoor Branch does not exceed the sum of $175.00 during the term of this agreement and further provided that the total cost of said periodical magazines so furnished to the City Library does not exceed the sum of $150.00. All prices shall be at cost price to County Librarian.

d. RENTAL BOOKS. County Librarian shall furnish to City for the use of both the Westlake-Broadmoor Branch and the City Library a collection of books of current fiction andpopular non-fiction to be selected by the County Librarian from the books received by the County pursuant to its agreement with McNaughton Libraries, Inc., for the rental by County of library books for the County Free Library System. The inventory of such books to be maintained for use by City as herein provided shall be maintained at not less than ~~ninety~~ one hundred ~~five~~ and fifty-one (95) books minimum and at least an additional one hundred (100) new books during the year shall be supplied by the County Librarian during the time this agreement is in effect, but it is expressly understood that nothing herein shall be construed or intended to restrict the rights of County or to increase the duties or liabilities of County under the terms of said agreement with McNaughton Libraries Inc., aforementioned.

e. REFERENCE SERVICE. County Librarian shall furnish to the Westlake-Broadmoor Branch and to the City Library such reference service, including inter-library loan service from libraries of the State of California and other libraries as may be available to the County Free Library System of County.

f. RESOURCE SERVICE. County Librarian shall make available to the Westlake-Broadmoor Branch and to the City Library the resources of the County Free Library System's Book stock of 122,000 volumes and the professional services of the library staff of said County Free Library System as needed.

g. NUMBER OF BOOKS. County Librarian shall maintain a minimum County Library book supply of 6,000 volumes at the Westlake-Broadmoor Branch and shall supply a reasonable number of county library books to the City Library when necessary therefor.

h. PICKUP AND DELIVERY SERVICE. County Librarian shall provide such pickup and delivery service of books and supplies as may be needed in connection with the performance of the services and the furnishings of books to City pursuant to Paragraph 5 of this agreement, provided however that such pickup and delivery service shall be provided at least once every two weeks during the time that this agreement is in effect.

i. REPORT. County Librarian shall make an annual report not later than October 1, 1957 to the Daly City Library Commission setting forth the amounts and types of library service furnished by County during time this agreement is effective, to each of the libraries herein provided for.

6. HOURS PUBLIC LIBRARY TO REMAIN OPEN. City agrees that each of the public libraries provided for in this agreement shall remain open for the purpose of rendering County Free Library Service a minimum of thirty (30) hours per week.

7. PAYMENTS BY COUNTY FOR SALARIES. In consideration of the furnishing of County Free Library Service by City as herein provided County agrees to pay the City Treasurer the sum of FIFTEEN THOUSAND ONE HUNDRED EIGHT DOLLARS ($15,108.00) upon execution of this agreement.

8. BINDERY COSTS. County agrees to pay the cost of binding books owned by the City of Daly City during the time that this agreement is in effect provided, however, that the total of said cost shall not exceed the sum of SIX HUNDRED DOLLARS ($600.00) annually and shall in addition repair books of the City.

9. RENTAL OF CHARGING MACHINES. County agrees to pay the cost

of renting two charging machines, one for the City Library and one for the Westlake-Broadmoor Branch for use in said public libraries by City during the time that this agreement is in effect.

10. MONTHLY STATEMENTS BY CITY. Each month City shall furnish a statement in writing to the County Librarian showing for the preceding month the number of library books circulated at each of said public libraries, the number of books circulated by City and the number of books circulated by County at each of said public libraries.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have hereunto affixed their hands the day and year first above written.

COUNTY OF SAN MATEO, a political subdivision of the State of California.

By: _____
Chairman, Board of Supervisors.

ATTEST:

_____
Clerk, Board of Supervisors

APPROVED:

_____
County Librarian

CITY OF DALY CITY

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED:

DALY CITY LIBRARY COMMISSION

By: _____
President

Draft

AGREEMENT BETWEEN COUNTY OF SAN MATEO AND CITY OF DALY CITY FOR COUNTY FREE LIBRARY SERVICE BY CITY

THIS AGREEMENT, entered into this _____ day of _____, 1956, by and between the CITY OF DALY CITY, a municipal corporation of the County of San Mateo, State of California, and the COUNTY OF SAN MATEO, a political subdivision of the State of California:

W I T N E S S E T H:

WHEREAS, said County is authorized to establish and maintain and has established and/is maintaining a County Free Library System in the County of San Mateo pursuant to Section 22,101, et seq., of the Education Code; and

WHEREAS, said City is presently operating and maintaining a city free public library in the City of Daly City, known as the Daly City Public Library, and said County and City are desirous of entering into an agreement for the assumption of the functions of a county free library of County by said free public library of said City for the fiscal year 1956-1957; and

WHEREAS, City has heretofore operated and maintained a branch library of the Daly City Public Library and the County Free Library System of County, known as the Westlake-Broadmoor Branch of said Daly City Public Library and County Free Library System situate in the City of Daly City, pursuant to agreement therefor, and said County and said City are desirous of entering into an agreement for the operation of said Westlake-Broadmoor Branch by said City for the fiscal year 1956-1957; and

WHEREAS, said County and said City are authorized to contract for the assumption by said Daly City Public Library of the functions of a county free library of said County and for the operation of said Westlake-Broadmoor Branch of the Daly City Public Library and the County Free Library System of said County by said City:

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. DEFINITIONS. For the purpose of this agreement certain terms are hereby defined as follows:

a. CITY. City shall mean the City of Daly City, a municipal corporation of the County of San Mateo, State of California.

b. COUNTY. County shall mean the County of San Mateo, a political subdivision of the State of California.

c. CITY LIBRARY. City Library shall mean the Daly City Public Library of the City of Daly City.

d. WESTLAKE-BROADMOOR BRANCH. Westlake-Broadmoor Branch shall mean the Westlake Broadmoor Branch of the Daly City Public Library and the County Free Library System of the County of San Mateo.

e. COUNTY LIBRARIAN. County Librarian shall mean the County Librarian of the County of San Mateo.

2. LENGTH OF AGREEMENT. This agreement shall be in effect during the period from the 1st day of July, 1956, to and including the 30th day of June, 1957, provided however that either party hereto may terminate said agreement upon giving notice thereof in writing at least thirty (30) days in advance of said termination.

3. PUBLIC LIBRARY SERVICE BY CITY. City agrees to operate and maintain the Westlake-Broadmoor Branch for and on behalf of County for county library purposes, and further agrees that City Library shall and does hereby assume the functions and duties of a branch library of the county free library system of County for county library purposes. City agrees that each of said public libraries above mentioned shall furnish county library service to any resident of County who is eligible therefor (and shall furnish said service in accordance with the policies of the County Librarian).

4. PRIVILEGE OF CITY RESIDENTS. County agrees that residents of City shall and do have the same privileges of the county

Free Library System of County as are granted to, or enjoyed by, the residents of County outside of City, including use of the Colma Branch of the County Free Library System of County and the Bookmobile of said County Free Library System of County.

5. SERVICES AND SUPPLIES BY COUNTY. It is agreed that County shall perform certain services for the Westlake-Broadmoor Branch and for the City Library and shall furnish certain library books and supplies for said public libraries as follows:

a. CATALOGING AND PROCESSING OF BOOKS. County Librarian shall catalog and process all books acquired during the time that this agreement is in effect by the Daly City Library Commission for use in the City Library. It is understood that the County Librarian shall catalog and process such books within a reasonable time from the receipt thereof, and shall return the same to City Library.

Other supplies

b. SUPPLIES FOR CHARGING MACHINES. County Librarian shall furnish such supplies as may be necessary for use in conjunction with the charging machines at the Westlake-Broadmoor Branch and at the City Library.

c. PERIODICAL MAGAZINES. County Librarian shall subscribe to and provide for each of said public libraries periodical magazines ~~published by the Wilson Company~~ in an amount and of the types to be selected by said County Librarian and City Librarian, provided however that the total cost of said periodical magazines so furnished to the Westlake-Broadmoor Branch does not exceed the sum of $175.00, and further provided that the total cost of said periodical magazines so furnished to the City Library does not exceed the sum of $150.00.

d. RENTAL BOOKS. County Librarian shall furnish to City for the use of both the Westlake-Broadmoor Branch and the City Library a collection of books of current fiction and popular non-fiction to be selected by the County Librarian and City Librarian from the books received by the County pursuant to its agreement with McNaughton Libraries, Inc.,

for the rental by County of library books for the County Free Library System. The inventory of such books to be maintained for use by City as herein provided shall be maintained at not less than ninety-five (95) books and at least one hundred (100) new books shall be supplied by the County Librarian during the time this agreement is in effect, but it is expressly understood that nothing herein shall be construed or intended to restrict the rights of County or to increase the duties or liabilities of County under the terms of said agreement with McNaughton Libraries Inc., aforementioned.

e. REFERENCE SERVICE. County Librarian shall furnish to the Westlake-Broadmoor Branch and to the City Library such reference service, including inter-library loan service from libraries of the State of California and other libraries as may be available to the County Free Library System of County.

f. RESOURCE SERVICE. County Librarian shall make available to the Westlake-Broadmoor Branch and to the City Library the resources of the County Free Library System's book stock of 122,000 volumes and the professional services of the library staff of said County Free Library System as needed.

g. NUMBER OF BOOKS. County Librarian shall maintain a minimum county library book supply of 6,000 volumes at the Westlake-Broadmoor Branch and shall supply a reasonable number of county library books to the City Library when necessary therefor.

h. PICKUP AND DELIVERY SERVICE. County Librarian shall provide such pickup and delivery service of books and supplies as may be needed in connection with the performance of the services and the furnishing of books to City pursuant to Paragraph 5 of this agreement, provided however that such pickup and delivery service shall be provided at least once every two weeks during the time that this agreement is in effect.

4. REPORT. ~~On or before the 30th day of June, 1957,~~ County Librarian shall make an annual report to the Daly City Library Commission setting forth the amounts and types of library service furnished by County during Time this agreement is effective to each of the libraries herein provided for, not later than Oct 1.

6. HOURS PUBLIC LIBRARY TO REMAIN OPEN. City agrees that each of the public libraries provided for in this agreement shall remain open for the purpose of rendering County Free Library Service a minimum of thirty (30) hours per week.

7. PAYMENTS BY COUNTY FOR SALARIES. In consideration of the furnishing of County Free Library Service by City as herein provided County agrees to pay the sum of FIFTEEN THOUSAND ONE HUNDRED EIGHT DOLLARS ($15,108.00) or an amount equal to the actual salaries of employees of City rendering County Library service in the Westlake-Broadmoor Branch and in the City Library, whichever is the lesser amount, in the following manner and subject to the following terms and conditions:

a. ~~WESTLAKE-BROADMOOR BRANCH.~~ County agrees to pay the sum of ONE THOUSAND FIVE HUNDRED DOLLARS ($1,500.00) of said actual salaries of said employees in the ~~Westlake-Broadmoor Branch~~ City Library rendering County Library Service for the period from the 1st day of July, 1956, to and including the 30th day of September, 1956, whichever is the lesser amount, by depositing said sum with the City Library on or before the 10th day of October, 1956, provided that on or before the 25th day of September, 1956, City has furnished to the County Librarian a statement in writing of the actual salaries of said employees earned during said period.

b. SAME. County agrees to pay the sum of ~~FIFTEEN~~ Four THOUSAND FIVE HUNDRED DOLLARS ($~~5~~4,500.00) or said actual salaries of said employees in the ~~Westlake-Broadmoor Branch~~ City Library rendering County Library Service for the period from the 1st day of October, 1956, to and

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including the 30th day of June, 1957, whichever is the lesser amount in the following manner: County shall deposit with the City Library Treasurer on or before the 10th day of each month commencing with the 10th day of November, 1956, the sum of FIVE HUNDRED DOLLARS ($500.00) ? or said actual salaries for the preceding month, whichever is the lesser amount, if on or before the 25th day of each month commencing with the month of October, 1956, City has furnished to the County Librarian a statement in writing of the actual salaries earned by said employees of City for such monthly period.

c. ~~CITY LIBRARY~~ W-B. Branch. County agrees to pay the sum of TWO THOUSAND TWO HUNDRED AND SEVENTY-SEVEN DOLLARS ($2,277.00) of said actual salaries of said employees in the ~~City~~ W-B Branch Library rendering County Library Service for the period from the 1st day of July, 1956, to and including the 30th day of September, 1956, whichever is the lesser amount, by depositing said sum with the ~~City~~ W-B Branch Library on or before the 10th day of October, 1956, provided that on or before the 25th day of September, 1956, City has furnished to the County Librarian a statement in writing of the actual salaries of said employees earned during said period.

d. SAME. County agrees to pay the sum of SIX THOUSAND EIGHT HUNDRED AND THIRTY-ONE DOLLARS ($6,831.00) or said actual salaries of said employees in the ~~City~~ W-B Branch Library rendering County Library Service for the period from the 1st day of October, 1956, to and including the 30th day of June, 1957, whichever is the lesser amount in the following manner: County shall deposit with the City Library on or before the 10th day of each month commencing with the 10th day of November, 1956, the sum of SEVEN HUNDRED AND FIFTY-NINE DOLLARS ($759.00) or said actual salaries for the preceding month, whichever is the lesser amount, if on or before the 25th day of each month commencing with the month of October, 1956, City has furnished to the County Librarian a statement in writing of the actual salaries

earned by said employees of City for such monthly period.

c. It is expressly understood that there shall be no obligation upon the part of County to make any payment pursuant to this agreement prior to the time that each statement required prior thereto is furnished in writing by City to the County Librarian.

8. BINDERY COSTS. County agrees to pay the cost of binding books ~~for~~ owned by the City Library ~~and the Westlake-Broadmoor Branch furnished therefor by City~~ during the time that this agreement is in effect provided, however, that the total of said cost shall not exceed the ~~sum~~ of SIX HUNDRED DOLLARS ($600.00) and in addition should repair books for the city.

9. RENTAL OF CHARGING MACHINES. County agrees to pay the cost of renting two charging machines, one for the City Library and one for the Westlake-Broadmoor Branch for use in said public libraries by City during the time that this agreement is in effect, ~~provided however, that the total of said rental cost shall not exceed the sum of ONE HUNDRED DOLLARS ($100.00) for both of said charging machines.~~

10. APPORTIONMENT OF FINES ON LIBRARY BOOKS BETWEEN CITY AND COUNTY. The fines for overdue and delinquent library books collected by City at the Westlake-Broadmoor Branch and at the City Library shall be apportioned between City and County as follows:

a. SEPARATE APPORTIONMENT. The apportionment of fines on library books on the basis of circulation as hereinafter provided shall be made and computed separately by City for each of the public libraries to be operated by City pursuant to this agreement.

b. CITY APPORTIONMENT. Once each month there shall be transferred into the proper funds of City an amount which bears the same proportion to the total amount of fines collected at each public library during the preceding month as the number of library books circulated by City at said public library bears to the total number of library books in circulation at said public library for said preceding month.

c. COUNTY APPORTIONMENT. Once each month there shall be transferred to County, For deposit in Co. Library Fund by City an amount which bears the same proportion to the total amount of fines collected at each public library during the preceding month as the number of library books circulated by County at said public library bears to the total number of library books in circulation at said public library for said preceding month.

d. MONTHLY STATEMENTS BY CITY. Each month City shall furnish a statement in writing to the County Librarian showing for the preceding month the number of library books circulated at each of said public libraries, the number of books circulated by City and the number of books circulated by County at each of said public library and the total amount of fines collected on library books by City at each of said public libraries.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives, have hereunto affixed their hands the day and year first above written.

COUNTY OF SAN MATEO, a political subdivision of the State of California.

By _____
Chairman, Board of Supervisors.

ATTEST:

_____
Clerk, Board of Supervisors.

APPROVED:

_____
County Librarian

CITY OF DALY CITY

By _____
Mayor

ATTEST:

_____
City Clerk

APPROVED:

DALY CITY LIBRARY COMMISSION

By _____
President

City of Daly City

LIBRARY ASSISTANT I
(1.03 per hour)

DEFINITION

Under supervision to perform simple tasks requiring light manual labor and simple mechanical knowledge in a library and to do related work as required.

EXAMPLES OF DUTIES

Sorts and shelves books, inspects books and periodicals for wear and damage and does simple repairing and mending of same; keeps books and periodical shelves in order; assists in taking inventory of books; delivers interoffice mail and packages; reports any damage or wear to library equipment; does simple custodial tasks when needed.

MINIMUM QUALIFICATIONS

Ability to follow oral and written directions and be able to work co-operatively with other employees. Use courtesy and tact in dealing with the public.

and

Education: Completion of the tenth grade in high school.

and

Personal Qualifications: Good health; promptness and dependability; willingness to learn and respond to orders.

City of Daly City

LIBRARY ASSISTANT II
1906

DEFINITION

Under supervision to do routine clerical work in a library and related work as required.

EXAMPLES OF DUTIES

Types correspondence and communications; checks routine lists; assists in taking inventory; files catalog cards and various requisitions; may operate duplicating equipment; assists in charging and discharging books at the loan desk, recording registrants, collecting monies for fines and lost books.

MINIMUM QUALIFICATIONS

Knowledge of modern office and record keeping procedures; numerical and alphabetical filing.

and

Ability to operate a typewriter; learn the Dewey Decimal Classification system and library procedures; perform clerical work with reasonable speed and accuracy; follow oral and written directions; work cooperatively with the public and fellow employees.

Education: Graduation from an accredited high school or equivalent education based on courses taken from an accredited educational institution. (Additional clerical experience may be substituted for the required education on a year for year basis).

STANDARD B&P "NOTEAR" ®

City of Daly City

LIBRARY ASSISTANT III
1908

DEFINITION

Under direction to assist the professional staff of a library in routine administrative and clerical functions and to do related work as required.

EXAMPLES OF DUTIES

Charges and discharges books, registers borrowers, maintains records of circulation, registration and delinquent borrowers; records collection of monies from fines and lost books, assists borrowers in the use of the library; compiles data for reports, composes data for circulation, checks book lists and files catalog cards.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern library, office, and record keeping procesures; numerical and alphabetical filing.

Ability to:

Operate a typewriter, apply the Dewey Decimal Classification system; work cooperatively with the public and fellow employees.

Experience:

Two years of sub-professional experience in a library or its equivalent. (College or university training may be substituted on a year for year basis).

Education:

Graduation from an accredited high school or equivalent education based on courses taken from an accredited educational institution.

EMPLOYMENT OPPORTUNITIES IN DALY CITY
BULLETIN

LIBRARIAN I
1912

SALARY: $368. $385. $405. $425.

CLOSING DATE FOR FILING APPLICATIONS: Saturday, October 12, 1957
5:00 P.M.

DATE OF EXAMINATION: Tuesday, October 22, 1957 - 9:00 A.M.

Appointment is dependent upon ability of appointee to pass a physical examination and be free from physical defects which would prevent him from satisfactorily performing the duties of the position.

Applicants must be residents of Daly City within one year of Date of Appointment.

POSITION: Under administrative direction to perform professional library work and other related work as required.

EXAMPLES OF DUTIES: Assists in carrying out the various programs pertaining to library services including duties pertaining to a Children's Library Program, assists in cataloging books and periodica assists readers in the use of the library, does reference work, prepares book lists and arranges displays and exhibits.

MINIMUM QUALIFICATIONS:

Knowledge of library organization, administration and procedures bibliographies, reference materials, and sources,

and

Education: Graduation from an accredited college or university with a library certificate or degree. (Registration as a senior student in such a curriculum will admit applicant to the examination, but applicant must show evidence of graduation before an appointment can be made).

EXAMINATION: Will consist of a written test - 60% - and an oral interview - 40% - to determine experience, education, and general qualifications.

APPLICATION FORMS MAY BE OBTAINED AT THE OFFICE OF THE CITY MANAGER, ROOM 23, 75 WELLINGTON AVENUE, DALY CITY.

EMPLOYMENT OPPORTUNITIES IN DALY CITY
BULLETIN

CITY LIBRARIAN
1916

SALARY: $447. $469. $493. $518.

CLOSING DATE FOR FILING APPLICATIONS: Tuesday, October 22, 1957 - 5:00 PM

EXAMINATION: Saturday, October 26, 1957 - 9:00 A.M.

Applicants must be residents of Daly City within one year of Date of Appointment.

Appointment is dependent upon ability of appointee to pass a physical examination and be free from physical defects which would prevent him from satisfactorily performing the duties of the position.

POSITION: Under direction of the City Manager to plan, organize, and direct the activities of the City Library.

DUTIES: Plans and directs a program of library service for the City; formulates library rules and regulations; supervises and trains libra personnel; meets with organizations and interested groups to discuss the use of the Library; interviews publishers' representatives and selects books for the Library; formulates an annual budget for submission to the City Manager.

MINIMUM QUALIFICATIONS: Knowledge of organization policies, services, and equipment, and business management of a modern Library.

and

Experience: Four years of experience in professional Library work.

Education: Graduation from an accredited university or college with a Library Certificate or Degree.

EXAMINATION: Will consist of a written test - 60% - and an oral interview - 40% - to determine experience, education and general qualifications.

APPLICATION FORMS MAY BE OBTAINED AT THE OFFICE OF THE CITY MANAGER, ROOM 23, 75 WELLINGTON AVENUE, DALY CITY

Sept 1957

City of Daly City

CITY LIBRARIAN
1916

DEFINITION

Under the direction of the City Manager to plan, organize, and direct the activities of the City Library; to perform professional library work; and to do related work as required.

EXAMPLES OF DUTIES

Plans, directs, and carries out a program of library service for the City; formulates library rules and regulations; recruits, selects, makes assignments, supervises, and trains library personnel; formulates and directs the execution of library policies and procedures. Meets with organizations, school classes, and other interested groups to discuss the use and extension of library services; interviews publishers' representatives and studies book reviews in order to evaluate current books in terms of the library's needs; selects books, documents, magazines, and other material for the library; places book orders; supervises the accessioning, classifications, and cataloging of books. Formulates an annual budget estimate and controls budget expenditures; recommends purchases of equipment, supplies, and books.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern library organization policies, objectives, services, and equipment, and their application to the library system of the City and of the County; business management of a library system including budget preparation and control; books, sources, bibliographies, reference materials, cataloging, classification plans, registration and circulation procedures.

and

Ability to:

Plan, coordinate, and direct the work of a City and County Library system; put into effect and administer sound departmental policy; establish and maintain cooperative and effective relationships with governmental officials, employees, and the public; write clear and comprehensive reports; prepare annual budget estimates and maintain effective budgetary control; promote community interest and enthusiasm in library affairs.

and

~~Either~~ I

Experience: Four years of experience in professional library work.

and

Education: Graduation from an accredited university or college with a Library Certificate or Degree.

No overtime or compensating time off will be allowed in this position.

City of Daly City

LIBRARIAN I
1912

DEFINITION

Under administrative direction to perform professional library work and other related work as required.

EXAMPLES OF DUTIES

Assists in carrying out the various programs pertaining to library service including duties pertaining to a Children's Library Program; assists in selecting and cataloging books and periodicals for the library; assists readers in the use of the library; arranges displays and exhibits; does reference work; prepares book lists and bibliographies; supervises personnel assigned; may be delegated responsibility to act as Librarian In Charge in the absence of a superior.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern library organization, administration, and procedure; bibliographies, reference materials, and sources.

Education:

Graduation from an accredited college or university with a library certificate or degree. (Registration as a senior student in such a curriculum will admit an applicant to the examination).

City of Daly City

LIBRARIAN II
1913

DEFINITION

Under supervision to do professional library work on an advanced level; to be responsible for the operation of a department or service as designated; and to do other related work as required.

EXAMPLES OF DUTIES

Responsibility for the operation of a branch library or of a department within the Library; supervision of personnel assigned; participation in the selection and cataloging of books and other materials; work with children and young people, including visits to schools, conducting class and group visits to the Library, and story hours; talks to groups of all kinds; reference work and assistance of readers in the use of the library; responsibility for the supervision and operation of the library in the absence of the City Librarian; and attendance at professional and other meetings and conferences.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern library practice; broad knowledge of books, sources, bibliographies, reference materials, cataloging, classification, registration and circulation procedures.

Ability to:

Under direction plan, coordinate and supervise the work of a branch library department or service; and establish and maintain cooperative effective relationships with the Library Department employees and the public; assist in the promotion of community interest and enthusiasm in library affairs.

Experience:

Two years of experience in professional library work.

Education:

Graduation from an accredited college or university with a Library Certificate or Degree.

No overtime or compensating time off will be allowed in this position.

Holbrook Jackson
Anatomy of Bibliomania
Paul Jordan-Smith
For the Love of Books

GOLDEN GATE DISTRICT

CALIFORNIA LIBRARY ASSOCIATION

ANNUAL MEETING

SATURDAY, MAY 10, 1958

San Francisco State College
San Francisco
California

Grateful acknowledgment

to

Dr. Kenneth J. Brough
Librarian
San Francisco State College

and the following members of the Library Staff

for their help as hosts and hostesses:

Donald Davisson

Ursula Grunwald

Barbara Lumbard

Mary MacWilliam

Virginia Reuss

Thomas Roddy

Gloria Romine

PROGRAM

9:15 A.M. Registration Creative Arts Auditorium

Coffee Hour College Cafeteria

MORNING SESSION

10:00 A.M. Creative Arts Auditorium

Chairman: Mrs. Mae J. Durham, President
Golden Gate District
California Library Association

Greetings: Dr. Leo F. Cain, Vice-President
San Francisco State College

Membership Report: Fred F. Mulholland,
Vice-President,
Golden Gate District

Announcements

Materials to Match Our Millions
Mrs. Carma R. Zimmerman
State Librarian

President's Message - George F. Farrier,
President
California Library As

The Shoemaker's Children - Henry G. Castor,
Autho

LUNCHEON

11:45 A.M. San Francisco State College Cafeteria

To be followed by a tour of San Francisco State College Library

AFTERNOON SESSION

1:30 P.M. Creative Arts Auditorium

Great Expectations

Chairman: Mrs. Mae J. Durham

An Educator Can Read - Dr. Fred T. Wilhelms, Chairman, Division of Education, San Francisco State College

Some Personal Reflections on the Role of Reading
Dr. Ian Watt, Vice-Chairman, Department of English, University of California, Berkeley

How I Enjoy Books - Dr. George Outland, Professor of Sociology and Government, San Francisco State College

GOLDEN GATE DISTRICT

OFFICERS 1958

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Vice-President	Mr. Fred F. Mulholland
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Acknowledgment:

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CALIFORNIA
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ASSOCIATION

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

MEMO TO: THE LIBRARY-MINDED

FROM: THE CLA MEMBERSHIP CHAIRMAN, Grace Murray

It's a HAPPY NEW YEAR now, and stretching on ahead, too, for all of us who are concerned with libraries and librarianship in California.

The year 1957 is filled with promise for us in the "library world" -- better salaries, more books, building improvements, higher level of service, and new opportunity for equalizing public library facilities throughout California by means of federally-supported, regional library demonstrations (under the Library Services Act).

You can have a voice in the state library program, too, and help mold it to your personal taste and interest. The California Library Association is the natural channel for communication between all of us who are library-minded. It is also our spokesman to the California Legislature and to the public in general. As a member of CLA you will be sharing in a dynamic program of library interests and benefits -- as well as taking your fair share of responsibility for the advancement of California libraries and librarianship.

Your CLA membership is a personal demonstration of interest in this year-long program. Join or renew now for 1957, and make your voice heard in the Association. Also, do invite a friend of libraries, a fellow staff member, a library trustee to join. Additional membership forms may be secured from the CLA office in Berkeley.

Dates ahead!

Here is the preliminary schedule for CLA District meetings in 1957. Details on time, place and program will be mailed direct to members soon. See you there?

April 4-5	Adult Education Institute, Fresno
April 6	Yosemite District, Visalia
May 11	Mount Shasta District, Willows
April 27	Southern District, San Marino and Huntington Hotel
May 4	Golden Empire District, U.C., Davis
May 18	Redwood District
May 25	Golden Gate District, Monterey
October 16-18	Annual CLA Conference, Hotel Californian, Fresno

The California Librarian, quarterly bulletin for which a subscription is included in your CLA membership, will be mailed to members in January, April, July and October. Don't risk missing an issue. Please fill in that membership now.

CALIFORNIA
LIBRARY
ASSOCIATION

829 Coventry Road - Berkeley 7 - California

MEMO TO: ALL TRUSTEES AND FRIENDS OF THE LIBRARY

FROM: C.L.A. TRUSTEE PRESIDENT, Mrs. J. O. Tostevin

DO YOU KNOW THAT OUR TRUSTEE SECTION IS GIVEN EQUAL RECOGNITION ON THE STATE LEVEL WITH OTHER LIBRARY SECTIONS?

Yes, that's right - every member of our Trustee Section has, through its President, a voice in the government of our entire California Library Association.

There is one major problem just now --- too few Trustees have joined C.L.A., and they are missing the privilege and responsibility that are rightly theirs. Many libraries pay the fee for each Trustee, but if not, the $4.00 you must pay is certainly not prohibitive.

If you are one of those who has not yet sent in his dues, please give it top priority. If you have already mailed that important check, thank you, for it is with your participation that we can make the other members of C.L.A. know that we accept and appreciate our position.

Sincerely yours,

Mrs J. O. Tostevin

Mrs. J. O. Tostevin

JOT:da

Sent from: Monterey Public Library
P.O. Box 1448
Monterey, California

CALIFORNIA
LIBRARY
ASSOCIATION

Sent from: Santa Barbara Public Library
Post Office Box 1019
Santa Barbara, California

829 COVENTRY ROAD • BERKELEY 7 • CALIFORNIA

February 11, 1957

Dear Fellow Library Trustee:

I am addressing this letter to all trustees in California public libraries to urge your immediate assistance in a matter of utmost importance to libraries and librarianship throughout the State.

As you will see from the enclosures, legislation has been introduced in the State Assembly with the support of Governor Goodwin J. Knight, which will establish a Public Library Commission to survey the present condition of public libraries in the State. This legislation has been sought by the California Library Association for several years.

The purpose of this letter is to request that you contact your Assemblyman and State Senator at once, personally and by mail, to let him know of your interest in the passage of AB2787. Please note a typographical error in line 3 of AB2787 which should read, "...all public libraries in this State..." Your own librarian can easily supply names and addresses of your state representatives, if you do not have them readily at hand. A reading of the enclosed excerpts from the testimony of California public librarians and trustees will convince you, I am sure, of the value of the proposed Commission to every public library, large and small.

In closing, may I ask that you also seriously consider membership in the Trustees Section of the California Library Association if you are not now a member? Membership applications can be acquired through your librarian, or by writing direct to the Association's office. With a large, active Trustees section the work of the library profession can be helped considerably, and the advantages of membership to you, as a trustee, will be many.

Yours sincerely,

Percy C. Heckendorf

Percy C. Heckendorf
Trustee Member, Legislative Committee

Vice-President, President-Elect,
Trustees Section

SPACE REQUIREMENTS FOR VARIOUS CLASSIFICATIONS OF BOOKS WHEN SHELVES ARE FILLED SOLIDLY WITH NO OPEN SPACE (John Henderson, "The Cuebook")

Kind of Books	Average Vols.per ft. of shelf	Recommended depth of shelf	No.shelves per section*
Circulating(non-fiction)	8	8	7
Fiction	8	8	7
Economic	8	8	7
Gen.Literature	7	8	7
Reference	7	8 & 10	6-7
History	7	8	7
Technical & Scientific	6	8,10,12	7
Medical	5	8 & 10	6-7
Law	4	8	7
Public Documents	5	8	7
Bound Periodicals	5	10 & 12	5-7
US Patent Specifications	2	8	7
Art	7	10 & 12	5-6
Braille	4	15	5-6
Newspapers - folios	filed flat	20	

*Note that over-size books take extra height space, thereby losing a shelf and reducing the number of filing feet per section as shown on the capacity rule. (deduct 3' for each shelf lost)

Books not listed above

Abstracts	3
Children's Books	7
Easy Books for children	24

The above figures are average and compensate for volumes of various thickness. To compute stack space accurately, one must know the classification breakdown. The most accurate method is to actually measure the footage in the present collection or count the number of shelves.

To estimate future stack requirements the classifications should be broken down by the number of volumes, and divided by 100 to arrive at an estimated number of sections. For instance, 4000 fiction volumes would give you 40 sections. 40 sections using the maximum average shown in the table above (168 volumes per section) of 8 to the foot would be 6,720 or future expansion of 2,720 volumes. (There are discards to be considered as well as acquisitions.)

Message to the

CALIFORNIA LEGISLATURE

by

GOODWIN J. KNIGHT

GOVERNOR

LIBRARY SERVICE

Our splendid public libraries constitute what is probably our most valuable single asset for the continuing and expanding educational needs of our people. Both as a substitute for and a supplement to formal education, these institutions are of tremendous lifetime benefit to those Californians who are able to take advantage of their services.

However, their availability is, according to reliable authority, somewhat restricted and many communities of our State suffer from an inadequacy or total absence of such facilities.

I believe that this is an important and frequently overlooked area for public consideration and discussion. I commend the members of the Legislature who have expressed their deep interest in the subject and I feel that their activities in this direction certainly merit your attention.

Delivered to the

Senate and Assembly in Joint Session
Monday, January 7, 1957

PROBLEMS OF CALIFORNIA LIBRARIES

Excerpts from
Testimony Presented by Librarians
at the
Hearing of the Assembly Education Committee
Subcommittee on Public Library Problems

ERNEST R. GEDDES, CHAIRMAN

November 29 - 30, 1956
Sacramento, California

Pre-print from the January, 1957,
issue of *California Librarian*

Resolution

Proposed by the CLA Legislative and Library Development and Standards Committees at their joint meeting on October 31, 1956

Adopted by unanimous vote at the Fourth General Session of the CLA San Diego Conference on November 2, 1956

WHEREAS the California Library Association in conference at Pasadena in 1952 and again at Long Beach in 1954 adopted resolutions expressing the great need for a state-wide survey of public library service in California, and

WHEREAS legislation proposed and supported by the California Library Association to accomplish this purpose through a survey by the State Library has twice failed of passage in the State Legislature, and

WHEREAS the Assembly Education Committee's Subcommittee to Study Library Problems has stressed in two reports the need for detailed further study, and

WHEREAS the Subcommittee has provided an opportunity for the presentation of desirable library legislation at a public hearing scheduled for November 29 and 30 at Sacramento, therefore be it

RESOLVED that the California Library Association in convention assembled at San Diego on November 2, 1956, reiterate its position that the public interest of all the people of California will be served by a comprehensive inquiry into the present condition of library service in this state, and be it further

RESOLVED that the California Library Association in convention assembled at San Diego on November 2, 1956, recommend to the Assembly Education Committee's Subcommittee to Study Library Problems that the Subcommittee request the Governor of California to appoint a properly constituted body to make the necessary study.

Testimony at Sacramento

COMPILED BY KATHERINE LAICH

On November 29 and 30, 1956, the Assembly Education Committee's Subcommittee on Library Problems, Ernest R. Geddes, Chairman, held a public hearing at Sacramento to hear testimony from librarians, library trustees, C.L.A. representatives, and other citizens on library service in California: its objectives, its shortcomings, its legislative needs.

Thursday was devoted to the problems of public libraries, and the urgent need for a Governor's Commission to survey conditions and make recommendations for a master plan of state-wide library development.

Specific legislative proposals for immediate relief of certain self-evident problems were also presented, on Thursday afternoon for public libraries, and on Friday morning for the State Library and school libraries.

Here are excerpts from the testimony on the need for a Commission survey, followed by a brief summary of specific legislation requested.

Harold L. Hamill, City Librarian, Los Angeles Public Library, and Chairman of C.L.A. Library Development and Standards Committee:

. . . Today we bring to your attention the severe problems which confront the public libraries of many of our cities and counties, both large and small. First, I want to point out that within our state are some of the finest public libraries in the world. . . . Although many of these libraries have their troubles, and all must go through a rigorous yearly struggle for adequate budgets to improve their services and to keep up with rapidly growing communities, we are not today primarily addressing our attention to their problems.

We *are* very much troubled by the low standard of library service and coverage which prevails throughout a large part of our state in small towns, unincorporated areas, and the less prosperous and smaller counties. The laws under which the public libraries in most of these areas have been established were passed almost fifty years ago. Library revenue structures set up in these laws placed a very heavy reliance, in fact, a sole reliance in many cases, on real estate levies, a tax principle popular at that time. Meanwhile a revolutionary shift in the tax base for most governmental purposes has taken place, but the laws and revenue sources of libraries have remained static. . . .

The public library situation today is very similar to the public school situation in California several years ago, before the state made an intensive study of the problem and committed itself to a policy of aiding the smaller schools when local tax resources could not achieve minimum standards. . . .

Only recently the members of the California Library Association produced, after intensive and careful work, a set of public library service standards. . . . These standards establish a minimum below which library services should not fall. They also envision a strengthening and extension of library service to the citizens of California through cooperation and federation among existing libraries. Let me make clear that they do not contemplate the wiping out of the smaller libraries of the state and the creation of new super-libraries. On the contrary, may I quote: "Participation in systems of libraries does not eliminate local control of library service. It does provide, however, for maximum and economical pooling of materials, professional personnel, and technical services."

Those librarians in our Association who have been closely watching the progress of libraries in various parts of the state are convinced by general observation, as well

as by examination of statistics and published reports, that many of our libraries are far below an acceptable minimum standard of performance. . . .

We . . . urge the appointment by the Governor of a Commission consisting of legislators, lay citizens, and trustees, as well as librarians, to be charged with the responsibility of making a comprehensive investigation into the condition of public library service now available to the people of California. There is nothing original in this concept, since it has already been carried out in other progressive states. We commend to your special attention the example set by New Jersey, where such a commission, appointed by Governor Meyner in 1954, has produced a report on the existing status of library service, specific recommendations for improvement, and a master plan for development and adequate financing of library service throughout the state. . . .

Dr. Henry Madden, Fresno State College Librarian, and C.L.A. President-Elect:

. . . The members of the California Library Association, as citizens, are aware of the need for library service which is both adequate and economical. The financial demands for library support are not so great as those of the public schools, but still they should be met on the same intelligent basis by the establishment of minimum standards. These standards can come into being only after facts are adduced from a survey of the legal position of the public libraries, their support by taxation, and of inequities in the basis of support. That there is still no public library service in many regions in California is a matter of concern to librarians as citizens; yet it is just as much a concern to them that there are inefficient overlapping operations, library units too small to operate effectively, operations carried on with only partial knowledge of how they could be done more economically if they were done cooperatively. This unawareness of means for improvement stem largely from inadequate state legislation, from inability to act because the state has not created a comprehensible frame-work of library legislation. As the segment of the citizenry most aware of these problems, the members of the California Library Association believe that the first step in their rectification is a survey by a disinterested body of legislators, laymen and librarians under the direction of the Legislature. A survey will primarily enable the Legislature to bring order into a situation which is now largely the unexpected result of unplanned growth and patchwork efforts. No undertaking as important as the public library should be carried on without the benefit of information which only a general survey of library service in the state can produce. . . .

. . . It must not be forgotten that public libraries are supported because they are educational institutions. Can the librarian, as educator, fail to observe that the state assumes responsibility for surveying the school needs of the state, that the state sets school standards, and that the state attempts to equalize school opportunities? The libraries serve the important purpose of educating both young and old, but they lack entirely the advantages which accrue to the schools through recognition of the state's duty of surveying. If standards are established, it is evident that the libraries can take their proper place in the state pattern of education. . . .

. . . The California Library Association welcomes this opportunity to speak in behalf of a measure which will put the state in its deserved position of leadership. The members of the Association will do all in their power to assist the Legislature in this survey.

As we measure ourselves we learn our capacity, and knowing this, we can do to our capacity.

John D. Henderson, Los Angeles County Librarian, and C.L.A. Past President:

. . . It seems to me that all of the library service problems confronting the state are to be found in the County of Los Angeles. I refer to matters of policy, overlapping jurisdictions, standards of support, service, buildings, and personnel. . . .

Even though the Constitution does not specifically mention public libraries, California has been in a position of leadership in developing public library service, particularly county libraries. The adoption of

the California County Free Library Law of 1911, the field work promoting the establishing of county and city libraries directed by the State Library, plus the direct service to the local city and county libraries are evidence of the state's interest in public library service. The lending of books, documents, and other material to libraries in the state, the maintenance of the Union Catalog of Library Holdings in order to facilitate library inter-loans, plus the advisory service to librarians by the State Librarian and her staff are further evidence of the state's interest in public library service. . . .

The rapid growth of the state, with uneven library service, many jurisdictions supporting their public libraries far below standard, with expanding cities and numerous fringe area problems, residents of the counties depending on cities as shopping centers but unable to use the city libraries, have posed serious problems to the administrators of this public service. County libraries do not have the resources to provide a municipal type service throughout their areas; they are not equipped to establish branches for the benefit of fringe area residents, and most county libraries receive a more limited per capita support than do the city libraries. . . .

Second only to the educational responsibility of the state through the Department of Education and the support of public schools is the responsibility of the state for the continued education of its citizens who have passed school age. Library service augments and assists the school program in the education of our children and youth. The public library provides for most citizens their only educational facility following graduation from school or college.

Outstanding programs of library development have been carried on in Louisiana, New York State, Missouri, Michigan, and New Jersey, as well as in other states. It behooves us to study the achievements of these states in terms of prevailing problems and possibilities in California. The problems that we are encountering have been coped with in the other states and we would gain by studying their approach and the achievements they have made.

. . . Day to day experience in public library service is proving that the present city and county library systems are no longer adequate to meet the demands of our growing and shifting population, all of which is aggravated by the rapid industrialization in new areas. The problems confronting us require immediate analysis and study, with recommendations as to plan of action. Library service in the state has not kept apace with the vast increase in population; the new conditions require realignment of facilities and organization. What this should be can only be determined after thorough and detailed study.

The state guarantees a minimum education to its children and youth through compulsory school attendance, certification of teachers, and state funds contributing to the support of school districts.

The state's educational responsibilities are carried in part by the local public library, which serves citizens of all ages; its support and program, however, are too often limited by local conditions. The problems confronting us indicate that the old pattern served well in its time, but it is now outmoded.

In view of jurisdictional questions, matters of policy, support, overhead costs, and the basic standards that the profession has adopted for minimum public library service, it is imperative that a comprehensive survey be made. This should cover all the conditions and facts of library operation, including a review of library legislation, with recommendations that will point the way to a more complete, a more equalized and efficient public library service throughout the state.

Dr. Percival A. Gray, Jr., President, Santa Barbara Board of Library Trustees, and President of C.L.A. Trustees Section:

. . . I address you today, Mr. Chairman, not in a professional capacity but as a layman interested in helping my fellow citizens obtain good library service regardless of where in the State they may reside.

There can be little argument over the proposition that free public education is essential to a democracy. To thrive, its citizens must be alert, informed, and free. They must have the facilities necessary for

educational and cultural development. The public library helps to satisfy these needs at all ages.

As a layman in the library world, I have read widely and have had an opportunity of observing closely some of the problems which confront our libraries in their struggle to furnish good library service to their respective communities. And struggle it often is, because even when some communities tax themselves to their legal and practical limits they are still unable to provide sufficient financial support to their local libraries. As a result, the available number of books, magazines and other library materials, the physical facilities and the personnel do not meet the minimum standards agreed upon by professional librarians for most communities. The extent to which this situation prevails throughout the State should be investigated by an adequate survey. In order to realize the promise of democracy, it may be necessary for the State of California to assist some of its smaller libraries. Others will tell you about the financial plight of some of our libraries. Librarians are dedicated, self-effacing people who are daily providing a basic and necessary service to their communities. They deserve your consideration. . . .

When all the facts are known, direct grants-in-aid may be necessary to strengthen library service in some areas; in others, an integration of smaller units into larger ones may suffice. Here, through cooperation, an increased efficiency of operation, the pooling of book stocks, discounts on large purchases, and interchange of personnel might effect real savings. In some cases enabling legislation would have to be passed so that different Boards of Trustees could negotiate by contractual arrangement across political boundaries. Local autonomy in library matters would continue to be maintained. . . .

Now, Mr. Chairman, I urge the honorable members of this Sub-Committee to act favorably upon the resolution of the California Library Association which lies before you, to request the Governor of California to appoint a broadly based body including legislators, librarians, library trustees and lay persons to make the necessary study and I urge you to appropriate the sum of $50,000 for this purpose. . . .

Percy Heckendof, Member, Santa Barbara Board of Library Trustees, and Vice President-Elect of C.L.A. Trustees Section:

. . . Free public libraries . . . are the only public educational agencies serving *all the people throughout their lives.* They are dedicated to keeping *all the people* well informed and helping them to solve their daily personal and civic problems.

Thus, they are actually and essentially an integral and important segment of the three hundred and sixty degrees of the circle of public education.

The first two segments of our free educational system—the schools and colleges—as the keystone of the democratic way of life, have long been accepted as a responsibility of the State, and have received considerable State support including financial aid. . . .

The free public libraries, as the third and vital segment of our whole plan for public education, likewise deserve active State support and financial assistance. Thus far the State has not accepted this aspect of its public educational system. No logical reason can be advanced for further failure to accept this responsibility which rests upon the shoulders of the Legislature. . . .

Although adequate library standards have been *established* by the California Library Association, practical *application* of these standards in the field of library service has not been satisfactory. This defect has resulted from the fact that enforcement of the standards has of necessity rested upon a voluntary basis, since there has been no legal basis or legislative authority upon which compulsory compliance with minimum standards could be predicated. This inadequate foundation upon which the present program of standards enforcements rests has resulted in a serious situation in which the citizens of many areas of the State are not receiving adequate library services. . . .

The present condition of library service throughout the State demands that a comprehensive survey of the situation be made by an agency established by and with State authority.

The State of New Jersey faced a situation very similar to that now facing this State so far as the condition of library service is concerned, and solved the problem by establishing a commission to study library services and make recommendations for improvement of the service. An excellent and comprehensive report with recommendations was made in January, 1956, and has resulted in greatly improved library service throughout the State.

Such a survey in this State could be made by: (a) a commission appointed by the Governor with an adequate staff, or (b) a broad based commission appointed by the Governor. It should consist of representatives of the Senate and Assembly, professional librarians, library trustees and others representing the geographical areas of the State and the State Librarian, or (c) following the New Jersey plan whereby the Senate appoints three members, the Assembly three members, and the Governor five members at large.

The factual results of such a survey together with the recommendations of the study group would constitute a solid foundation upon which to base prospective legislation which would assure the citizens of this State that they will always have adequate standards of public library service. . . .

Edwin Castagna, City Librarian, Long Beach Public Library, and C.L.A. Past President:

. . . I would like to tell you what our public libraries do that makes them educational agencies and why I believe the state must do more for public libraries. . . .

The public library is a community educational, reference and information center. It probably serves a broader segment of the population than any other agency. It is used by all age groups and by citizens with all shades of political, economic, religious and social ideas. The public library supplies vital reference service for business, government and private individuals. It enables all to continue lifelong learning. It assists citizens in solving personal problems. It aids people in the enrichment of their lives. It offers material which contributes to better citizenship. The public library then is one of constructive, cohesive forces in our state. It is educational in the truest sense. . . .

It is an unfavorable reflection on California that so many of the public libraries of this rich state are so far below minimum standards in financial support, salaries of librarians, collections of books and other material for public use and in physical plant. . . .

While the public schools of this state have benefited in hundreds of millions of dollars or even in billions through state grants, California's public libraries have been dependent entirely on local support which no longer adequately maintains them. Local support should always be the main support of libraries. And local autonomy should be preserved. No small libraries should be forced out of existence by any new state program for libraries. But we must not fail in the state's responsibility. . . .

These are only a few of the painful facts about our public libraries. I respectfully urge this Sub-committee to bring about a careful and comprehensive study of the public libraries of California to reveal all the facts. This should lead to improved public library service for the citizens of our state. Failure to do this is very likely to lead to deterioration of public library service at a time when it should be making great progress to keep up with the needs of the state. At a time when California is making such magnificent progress, when the state is pouring out ever increasing support to our public schools, I believe the time for attention to public library needs can no longer be delayed without serious results.

Margaret Klausner, Director of Library Service, Public Library, Stockton and San Joaquin County, and C.L.A. Past President:

. . . My interest in appearing here today arises from firm knowledge that public library service in California is generally poor and during the past 30 years has been declining. This is not to say that there are not some fine libraries in this state but general complacence, apathy, and now the tremendous pressures brought on by exploding population rates of

growth and patterns of growth have left us inadequate. . . .

San Joaquin County is considered a rural county in California and the nation. It is 20th in the United States in farm population and is listed as the 4th richest agricultural county in the United States. Yet over its 1,400 square miles of area, public library service is spotty, sub-standard and in many places non-existent. . . .

Our total county population jumped from 50,000 in 1910 to 228,000 in 1956. In 1912 there were 19 community stations supplying library service in the county. By 1925 there were 31 such outlets. But during the 30's and 40's there was a breakdown of service so that today we have only 10 such outlets plus 5 rural-urban branch centers.

The implication of this proven experience in our county is of some significance to the state. We say that in California there are some 72,000 people without local library service and we mean mostly those people living in such places as Lake, Alpine, Nevada and other counties without libraries. I would challenge that statement.

There are thousands of people in our cities and counties without local library service. Those of us who work closely to situations in our own areas know that California has rested too long on a reputation of a wonderful system of public library service which developed in the first two decades of this century and which has since become antiquated and inadequate. For example, in 1954-55 although 208 public libraries including 51 county libraries there were only 43 mobile or moving branch libraries in the state.

This situation should be of concern to the community and to the state. If continuing education of all our citizens is considered important in our democracy we should be sure that the great, central source of knowledge which can support this need is kept alive and active. . . .

Once this state ranked among the foremost in the nation in its per capita support of public library service. Today it ranks in 13th place.

We feel the need for an overall review of the public library in California. We talk today of area planning and we know that such planning leads to better solutions of common problems. We know also that such planning needs sound analysis as a base. With our limited budgets and pressing problems we need area planning for libraries. . . .

Raymond Holt, City Librarian, Pomona Public Library, and Editor, CALIFORNIA LIBRARIAN:

[The Pomona Public Library feels that its] . . . basic objective [is] to provide . . . books and other materials which relate to the needs of the citizen. As a result, this year more than 300,000 volumes will be circulated to our 35,000 patrons, and some 30,000 specific information or reference questions will be answered in the various departments of the library. More than 200,000 people will see films supplied by the library, and thousands more will listen to musical recordings or enjoy our art loan collection. . . .

Still we fall far short of the place which we should occupy in the community and find ourselves operating below minimum standards for public library service. Our book budget, for instance, will fall short again of meeting the minimum standard of purchasing 5,000 new titles. At the same time, many people wait unduly for desirable books because we do not have funds with which to buy sufficient duplicate copies. We have no special youth collection or young people's department through which to contact and serve the young adults of our community. This is a tragedy, for young minds are particularly susceptible to the information and vicarious experiences which come through reading. We cannot supply an adequate staff of professional librarians and our inadequate building makes impossible extension of library service to special groups such as our senior citizens. . . .

Now, I would like to turn our attention to the problem of library service in the area which surrounds Pomona, for we are not an isolated community. As our own library is surrounded by communities with even poorer library services, we are overwhelmed by non-resident borrowers who feel that because they are encouraged to use our shopping facilities, they should also be given free use of the public library. To the 200,000 people who live within a

radius of ten miles of Pomona, city boundaries mean little, while residence in unincorporated county areas appears as a mere political accident. So critical has this outside demand on our services become that we have had to join other libraries in charging a non-resident fee, realizing at the same time that we are defeating our objective of providing equality of library services to all residents of the state.

There exist in this area six municipal libraries and seven branches of county library services. The county branches have, in each instance, been tagged by their own patronage as inadequate for other than lightest use. Therefore, let us concentrate our attention on the municipal libraries. Here we find tremendous disparity of collections and ability to serve. For instance, the hours open to the public range from 40 to 74 weekly; financial resources vary from 9c per $100 of assessed valuation to 26c per $100, or from 95c to $3.30 per capita; the total income of one of the smaller libraries is less than the book budget of the largest. The staff numbers three in the smallest library and 26 in the largest. There is similar variance in every other item or comparison. Realizing these deficiencies, librarians representing these communities have been meeting together for nearly a year in an attempt to discover areas of cooperation by which they can better serve their communities. Unfortunately, voluntary cooperation does not seem to go deeply enough, for nearly every cooperative activity requires either more money, exchange of funds, or circumvention of local ordinances. These are legal barriers also: Library Boards must sanction cooperative plans, and since these necessarily involve finances, such arrangements must be submitted to the City Councils in many cases. Harassed by the growing needs of all the other city departments and confused by the usual interpretation that cooperative measures are really disguised attempts to extend library service beyond that which is absolutely necessary, City Councils discourage interlibrary cooperation . . . I ask, "How far would school district consolidation have gotten had schools been under the same legal and financial restrictions?" . . .

. . . I strongly recommend that this Committee take such action as may be necessary to establish a Study Commission charged with studying the resources, the problems, and the inequities of library service in California, and formulating a program to assist librarians of this state to systematically achieve adequate standards of library service. Certainly, the libraries may need financial incentives and assistance, and a new pattern of organization may have to be tested in such areas as the Study Commission might recommend. Libraries of this state must have your assistance in providing a library service program which will ultimately mean a stronger and better citizenry.

Esther Mardon, Shasta County Librarian and former chairman, C.L.A. Library Development Committee:

. . . I believe I can safely say that in the mountain and the valley areas of which I speak not one library is now meeting the California standards for minimum library service. In fact, as they are now organized and supported, few, if any of them could meet standards. To do so would require such a high expenditure of money per capita as to be impractical if not actually impossible with the present populations and assessed valuations in the area. . . .

. . . We are considering an area comprising between one-third and one-half the area of the state, but with less than 500,000 of the state's better than thirteen million population. There are some thirty independent county and municipal libraries in the area, each with its separate budget, staff and book collection and not one with adequate support to enable it to meet minimum standards of service. . . .

Many of the county libraries in this area have been in existence for more than thirty years, having been established during the early days of county library organizing. Some of the municipal libraries were established even earlier. Because of poor transportation and communication facilities probably all were justified at the time of their establishment. But today it seems of questionable value to have five separately organized and supported county library systems operating in an area smaller than that served by the one county library sys-

tems operating in an area smaller than that served by the one county library of San Bernardino. . . .

. . . The good library, today, must provide from its own or other readily available sources, materials that will enable its patrons to keep informed in a wide variety of constantly growing fields of knowledge. These materials can no longer be restricted to books. Films and recordings are only two of the materials in addition to books that should be available. None of the libraries in this area can buy all of the good titles published each year, nor can they secure them readily from other libraries. Only two libraries in this whole area provide recordings for their patrons, and three, through membership in a film circuit offer educational films.

Skilled guidance in the use of materials that will meet the patron's needs are also essential to good library service. Yet in many of these libraries there is only one trained person trying to do the job of administrator, book selection expert, reader's assistant, reference librarian, children's librarian and cataloger. In some county libraries it has been years since the salary offered has made it possible to employ a trained librarian. In all the area north of Sacramento there is only one librarian specializing in work with children. . . .

But more and more, librarians and interested citizens in this area are becoming aware of what good library service should be. Television and radio are opening up whole new fields of knowledge and people are turning to their libraries for assistance in pursuing their aroused interests. The time is right for a careful and understanding study of library needs in this area and for constructive, workable suggestions for changing our rural libraries into dynamic contributors to society.

Laws will have to be changed to encourage rather than hinder adoption of new methods. Inducement in the form of financial assistance from the state as well as the federal level may be needed to break down resistance to taking a chance on something new. But it is important to the very life of a basic democratic institution that this be done.

Thelma Reid, Chief Librarian, San Diego City Schools, and C.L.A. President:

. . . For fifty years, librarians, leaders in the California Library Association, the California State Library and friends of libraries at the state and local level have worked to further public library development in this state. However, library service in California is still extremely uneven in quality. From Crescent City to El Centro this state displays a wide variety of library facilities illustrating service comparable to both the best and the worst in the United States. Unfortunately the not-so-good category has a wider range that that of adequate-plus service, and consistently superiod library service is less frequently demonstrated than any other. Even in communities where the public library may be recognized as an essential center of continuous education which provides opportunity for all people to become better informed citizens and live a richer personal life, the growth of population and increasing costs hampered by local jurisdictional boundaries and complicated legal restrictions have frequently blocked required expansion of existing facilities to meet additional demands. In other areas where total lack of local library service or general inadequate facilities have made communities unaware of the advantage of a really good library, public library advocates have been repeatedly unable to secure sufficient support to establish or develop effective book and reference services. . . .

It appears likely that any real progress toward meeting statewide public library needs will depend upon all or some of the following factors:

1. Legislation to clearly establish the presently implied responsibility of the State to stimulate and encourage local public library service as a part of its educational responsibility.

2. Provision of tangible financial incentive to local jurisdictions to meet public library service standards in their individual communities or to pool resources with other jurisdictions for combined services.

SUMMARY OF SPECIFIC LEGISLATION PROPOSED

Arguments for the following items of legislation that would be of immediate benefit to libraries were presented by:

Katherine Laich, Administrative Assistant, Los Angeles Public Library, and Chairman, C.L.A. Legislative Committee

Mrs. Carma Zimmerman, State Librarian, and C.L.A. Past President

Mrs. Bertha Hellum, Contra Costa County Librarian, and former Chairman, C.L.A. Legislative Committee

Mrs. Thelma G. Boslar, President of the Women's Club of Walnut Creek, and of the Walnut Creek Public Library Association

L. Herman Smith, Pasadena City College Librarian and President, School Library Association of California

Mrs. Maurine Hardin, Oakland Technical High School Librarian and SLAC Legislative Affairs Chairman

1. Legislation to specify the inclusion of library services and buildings in:
   a. Community Services District Act (Gov. Code 61600)
   b. County Service Areas Law (Gov. Code 25210)
   c. Section 25351 of the Government Code, relating to construction and repair of public buildings by County Boards of Supervisors

2. Amendment of Education Code Section 22131 to remove disability imposed by specification of four year term, whereby many county librarians as "county officers" (Gov. Code 24000) may not have their salaries increased during their term of office (California Constitution Art. XI, Sec. 5)

3. Addition of Section 22110.5 to Education Code to permit two or more county libraries to be administered by a single qualified librarian.

4. Addition of Section 22139 to Education Code to require that Acting County Librarians must qualify for a certificate from the Board of Library Examiners; or if no qualified person can be found, the county supervisors must secure written permission from the Board of Library Examiners to appoint an unqualified person for a period not exceeding one year, such permission to be renewable at the discretion of the Board.

5. Addition of Sections 22024 and 22025 to the Education Code to provide:
   a. Permission for the Department of Education to contract with counties, cities, districts, and state and federal agencies to provide library services;
   b. Permission for the establishment and operation of library service centers;
   c. The deposit of funds received under the Library Services Act and their appropriation for use by the Department of Education, Division of Libraries.

6. Elimination of Section 11561 (d) of the Government Code, which sets the salary of the State Librarian, and amendment of Section 22003 of the Education Code to assure more frequent and uniform review, and to place responsibility for salary determination upon the Superintendent of Public Instruction with the approval of the Director of Finance, pursuant to Section 145 of the Education Code and Section 18004 of the Government Code.

7. Technical amendments to the Education Code designed to bring laws governing the State Library into conformity with changes in the State's fiscal administration, and with long-established administrative practice:
   a. Substitution of "General Fund" for "Library Fund" and "State Library Fund"
   b. Explicit authorization for the State Library's long-existent and major services to other libraries in California.

8. Amendments to the Education Code and the Business and Professions Code to bring into agreement the various requirements in state law that libraries submit annual reports to the State Library.

9. Establishment in the Department of Education of the Office of School Library Consultant.

CALIFORNIA LIBRARY ASSOCIATION

1956

President ..... THELMA REID, San Diego Public Schools Library
Vice President, President-Elect ..... HENRY MADDEN, Fresno State College Library
Second Vice-President ..... GEORGE F. FARRIER, Alhambra Public Library
Treasurer ..... MARCO THORNE, San Diego Public Library
Executive Secretary ..... MRS. EDNA YELLAND
Executive Office ..... 829 Coventry Road, Berkeley 7

LEGISLATIVE COMMITTEE

KATHERINE LAICH, *Chairman,* Los Angeles Public Library
RICHARD BLANCHARD, University of California, Davis
EDWIN CASTAGNA, Long Beach Public Library
COIT COOLIDGE, Richmond Public Library
DOROTHY DRAKE, Sacramento City Library
ELIZABETH EUBANK, Willows Public Library
MRS. MAURINE HARDIN, Technical High School, Oakland
MRS. BERTHA D. HELLUM, Contra Costa County Library, Martinez
RAYMOND M. HOLT, Pomona Public Library
ARTHUR W. MARQUARDT, *Commissioner,* Lodi Public Library
MRS. J. HENRY MOHR, *Commissioner,* San Francisco Public Library
HOWARD M. ROWE, San Bernardino Public Library
CONSULTANTS: THOMAS S. DABAGH, University of California, Berkeley
JUNE E. BAYLESS, San Marino Public Library

LIBRARY DEVELOPMENT AND STANDARDS COMMITTEE

HAROLD L. HAMILL, *Chairman,* Los Angeles Public Library
MARTHA T. BOAZ, University of Southern California Library School, Los Angeles
MARGARET FULMER, Whittier Public Library
DR. PERCIVAL A. GRAY, JR., Trustee, Santa Barbara Public Library
MARGARET KLAUSNER, Stockton Public Library
HELEN LUCE, San Bernardino County Library
IRENE MENSING, San Francisco City College Library
MRS. GERALDINE L. NURNEY, San Jose Public Library
HOWARD M. ROWE, San Bernardino Public Library
MRS. DOROTHY THOMAS, Mill Valley Public Library
MRS. CARMA R. ZIMMERMAN, (Ex-officio), California State Library

CALIFORNIA LEGISLATURE—1957 REGULAR SESSION

ASSEMBLY BILL No. 2787

Introduced by Mr. Ernest R. Geddes, Miss Donahoe, Messrs. Holmes, Unruh, Bee, Burke, Caldecott, Donald D. Doyle, Gaffney, Stewart, and Weinberger

January 22, 1957

REFERRED TO COMMITTEE ON EDUCATION

An act relating to public libraries and the operation and financing thereof, providing for the creation of the California Public Library Commission and a joint legislative investigating committee, prescribing their powers and duties, and making an appropriation.

The people of the State of California do enact as follows:

SECTION 1. The California Public Library Commission is hereby created to study and investigate the organizational structure of all public libraries in this that, their operations and needed improvements to make their services available to all members of the public, and methods of financing public libraries, with particular reference to whether there is a need for state participation in such financing in view of their relationship to the educational program.

SEC. 2. The Joint Legislative Investigating Committee is hereby created and authorized to study and investigate the subject of public libraries as specified in Section 1 of this act.

The committee shall consist of two Members of the Senate and two Members of the Assembly who shall be selected in the manner provided for in the Joint Rules of the Senate and Assembly. The committee shall elect its own chairman. Vacancies occurring in the membership of the committee between general sessions of the Legislature shall be filled in the manner provided for in the Joint Rules of the Senate and Assembly.

The provisions of the Joint Rules of the Senate and Assembly relating to investigating committees shall apply to the

committee and it shall have such powers, duties and responsibilities as the Joint Rules of the Senate and Assembly prescribe, and all the powers conferred upon committees by Section 37, Article IV, of the Constitution.

SEC. 3. The California Public Library Commission shall consist of the four members of the committee created by Section 2, and nine persons appointed by the Governor who shall serve at his pleasure, and one of whom shall be designated by him as the chairman of the commission.

SEC. 4. The commisison may meet and act and conduct hearings at any place within the State. The commission may employ such persons and incur such other expenses as may be necessary. The commission may create committees of its membership to conduct meetings or conferences and formulate proposals for legislation.

The members of the commission and of its committees shall serve without compensation, but they may be paid their necessary expenses incurred in carrying out the provisions of this act.

SEC. 5. The commission shall report its findings and recommendations to the Governor and the Legislature on or before January 10, 1959.

In order to assist the Legislature and its committees and members in considering its findings and proposals, the commission shall continue in existence until the final adjournment of the 1959 Regular Session of the Legislature, after which it shall cease to exist.

SEC. 6. The sum of fifty thousand dollars ($50,000), or so much thereof as may be necessary is hereby appropriated from the General Fund in the State Treasury to carry out the provisions of this act.

O

L-4621-C 2-57 1,500

41st ANNUAL REPORT
1955 - 1956

SAN MATEO COUNTY FREE LIBRARY

Virginia L. Ross
County Librarian

SAN MATEO COUNTY BOARD OF SUPERVISORS

Thomas J. Callan, Chairman
Alvin S. Hatch
E. R. MacDonald
Martin A. Poss
William M. Werder

SAN MATEO COUNTY MANAGER

E. R. Stallings

"The provision of libraries is largely an act of faith, just as the whole of education is based on conviction rather than on proof. Libraries do not produce a commodity that can be counted, measured or evaluated...But those who appreciate the dire need in the post-war world for knowledge, and the strength, skill and understanding that the possession of knowledge brings, cannot fail to appreciate the need for access to knowledge. It is this access that libraries should be designed to give."

Robert F. Ashby.-"Memorandum on a National Library System". Library Association Record, November 1954.

The public library, as so aptly expressed in the above quotation, is a community educational institution. As such it serves the community as a center of reliable information and provides the opportunity for education, recreation and inspiration through books and other library materials. Americans are constantly striving to improve their educational system; we feel that this effort should include continuous work for the improvement of public libraries. Since no improvement can come without an appraisal of the existing service, we offer this report as a statement of the kind of service presently offered by the San Mateo County Library, and a look at how that service compares with the minimum library service which people in every community are entitled to receive.

In 1956 the American Library Association completed work on a new statement of standards for public library service to America. These standards are intended as a guide for evaluation of library service. Therefore, it seemed pertinent in this report to consider the library service of the San Mateo County Free Library in relation to these new standards.

A basic premise of the new standards is that "public library service appears to need between 100,000 and 200,000 people in the service area before per capita costs for good standard service can be stabilized". Such a population base may be achieved by a single library serving a large region, or through a number of libraries cooperating to form library systems.

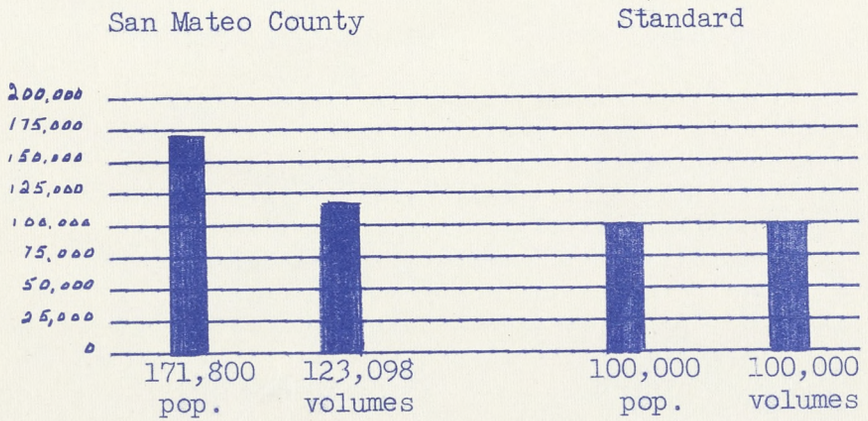
San Mateo County Library serves a population of approximately 170,000. Therefore, it fits into the concept of a library system--i.e. a pattern of library service in which there is "a community library close to every reader", and each community library is part of a larger system which connects the reader to the total resources of his region and state. Thus, on the most basic point of the new standards, namely pattern and philosophy of service, the San Mateo County Library is in accordance with the A.L.A. standards. However, there is much to be done to perfect, improve and fill in the details of this pattern, before users of the San Mateo County Library receive the minimum library service which people in every community are entitled to receive.

There are few specific quantitative standards in this new statement. Only those quantitative standards which have a direct positive relation to quality of service are spelled out. The next pages show, in a graphic way, how the San Mateo County Library compares with these minimum quantitative standards.

(Quotations on this and the following pages are from the March, 1956 draft of A.L.A. standards for public library service to America.)

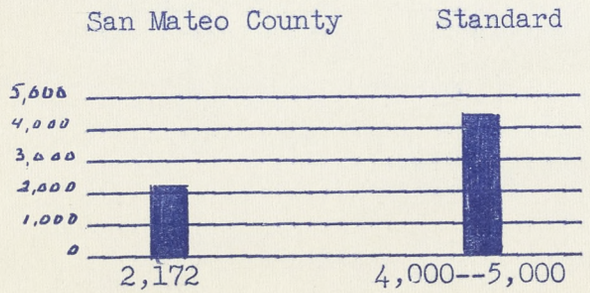
POPULATION AND BOOK STOCK

"There should be 100,000 volumes of currently useful printed material in a library serving up to 100,000 people."



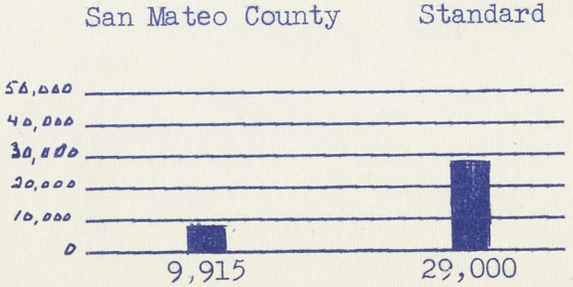
BOOK ACQUISITIONS: TITLES

"4,000--5,000 titles should be added annually."



BOOK ACQUISITIONS: VOLUMES

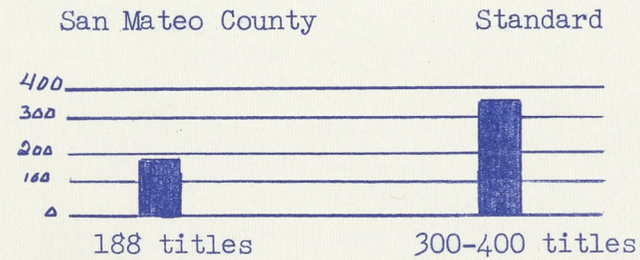
"One volumes should be added annually per five persons" in a system serving up to 100,000 people, with a smaller annual rate of acquisition in very large systems."



Volumes added for 171,800 pop.

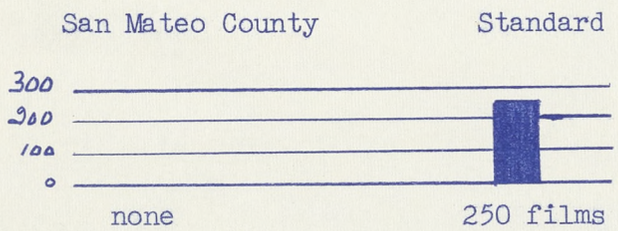
PERIODICALS

"300-400 periodical titles should be currently received, with titles duplicated as needed, and with approximately 50% retained in back files."



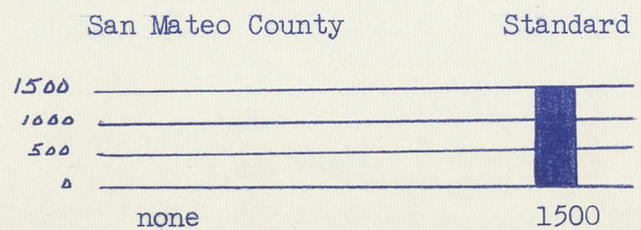
FILMS

"250 films should be held by a library system, with at least 25 added per year."



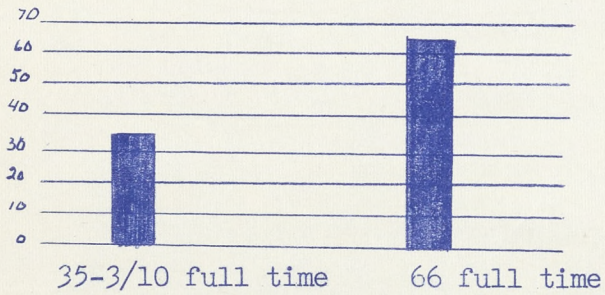
RECORDS

"1500 long-playing discs of recordings should be held, with 300 new records purchased annually."



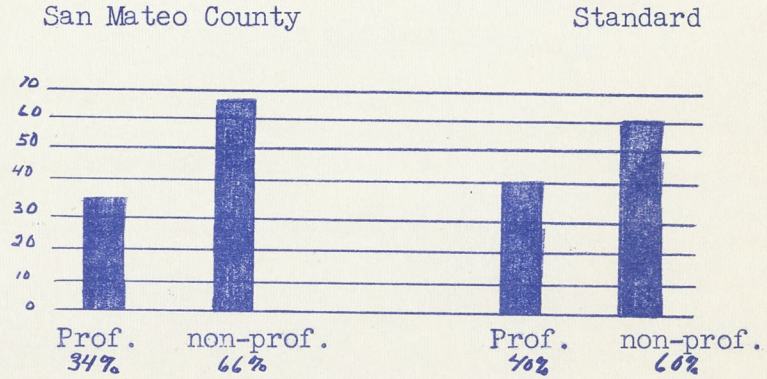
PERSONNEL

"At least one full-time staff member (exclusive of maintenance and bindery personnel, but including pages) should be provided for each 2600 people in the service area."



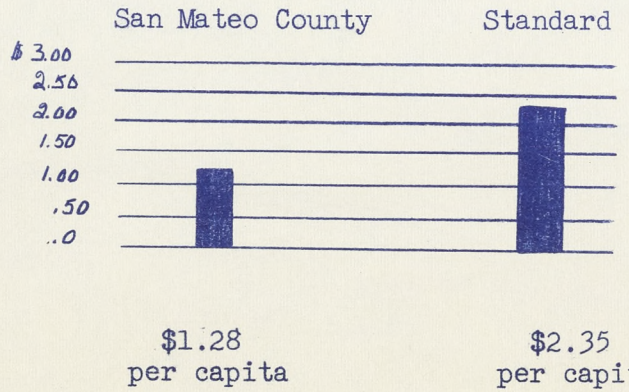
PROFESSIONAL STAFF

"On the basis of present practice, the professional staff in a library system should be about 40% of the total personnel and the non-professional staff about 60%."



FINANCIAL SUPPORT

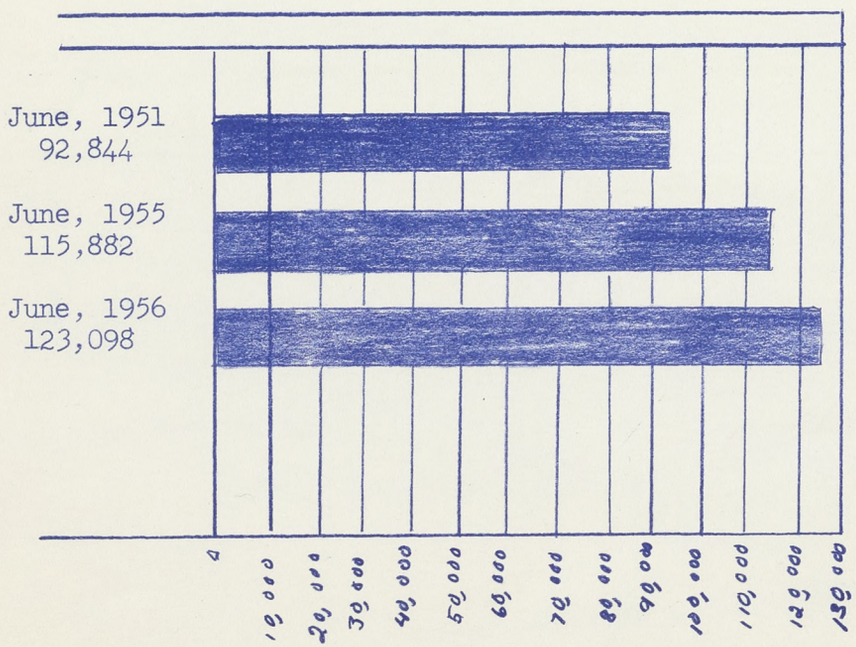
"A library or group of libraries serving 200,000 people will need approximately $2.35 per capita to achieve these minimum standards at 1956 price levels."



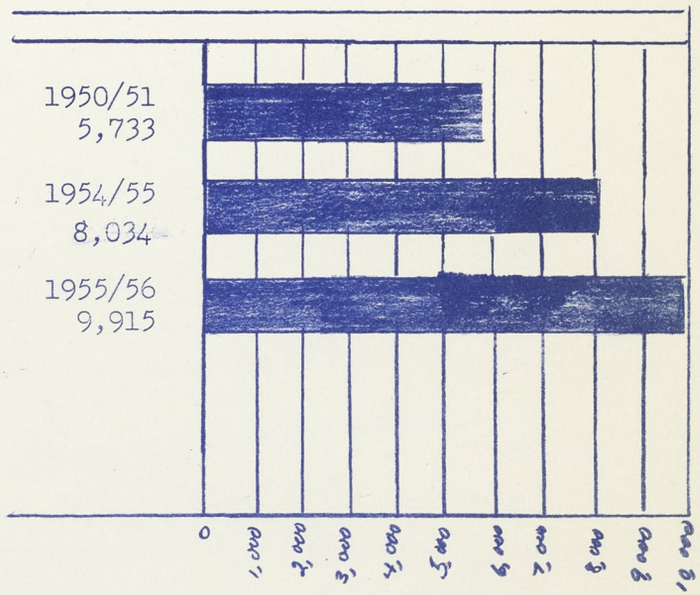
The preceding pages have shown where we stand in relation to national standards for adequate library service. It is to be hoped that methods will be found for implementing and improving our service so that we may meet these standards of minimum adequacy. It is also to be hoped that, as our service improves, affiliated libraries will continue their relationship with the County Library and thus derive the benefits of affiliation in a large library system. We should also be looking ahead to the time when other Peninsula libraries may seek contractual arrangements for specialized services as a means of reconciling costs to standards. We should then be in a position to prove, on a county-wide basis, that such centralization is not only economical, but efficient.

On the following pages we report on our services in 1955/56 and compare them with previous years.

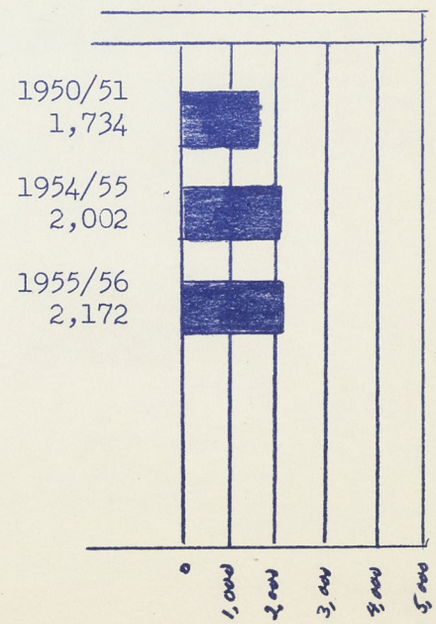
TOTAL VOLUMES



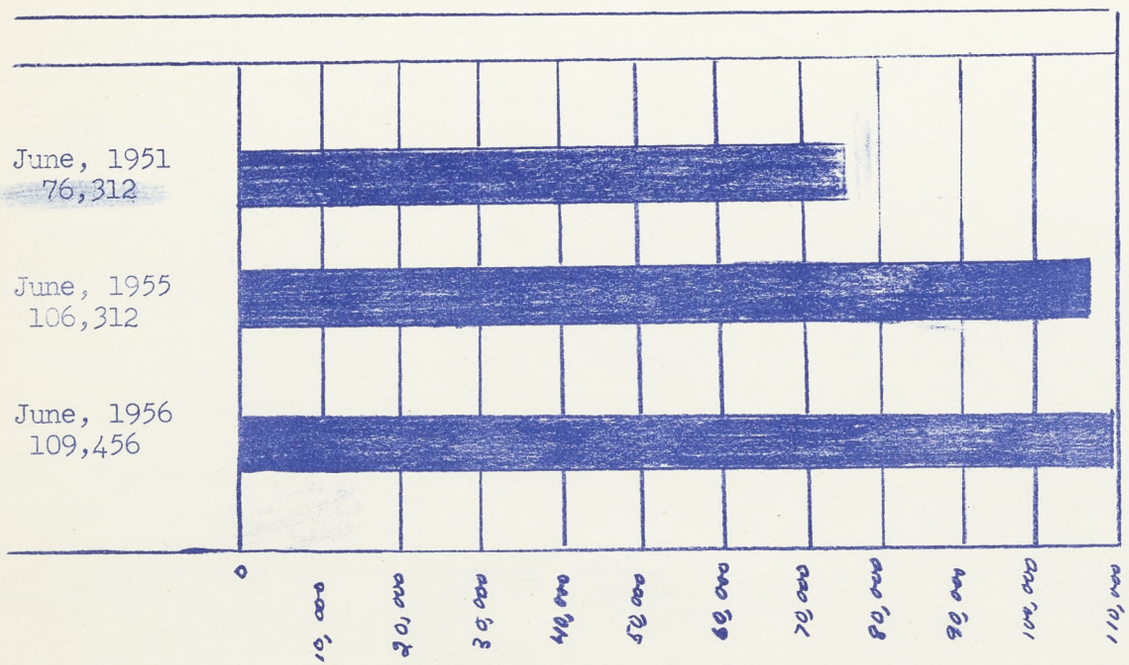
NO. VOLUMES ADDED



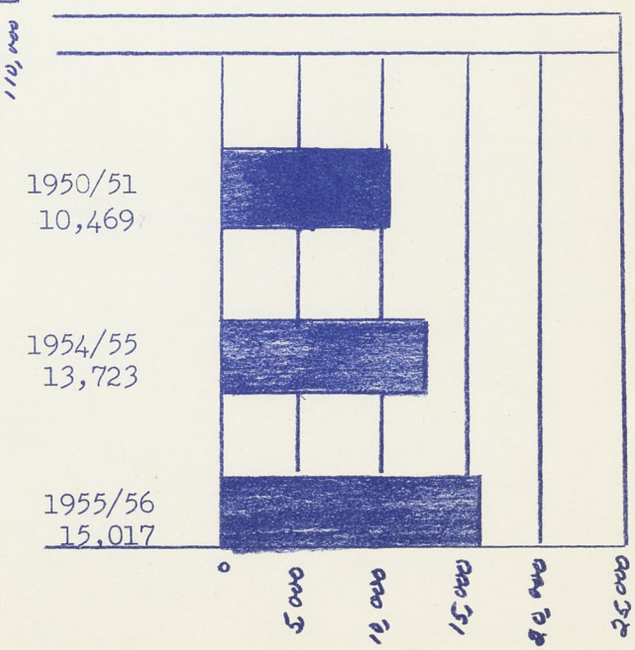
NO. TITLES ADDED



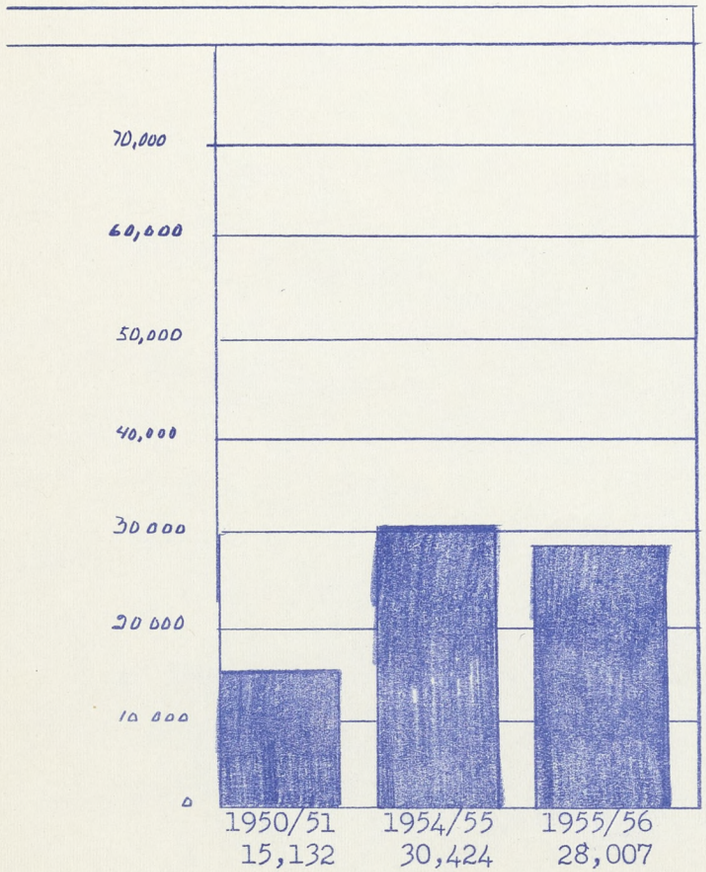
TOTAL VOLUMES



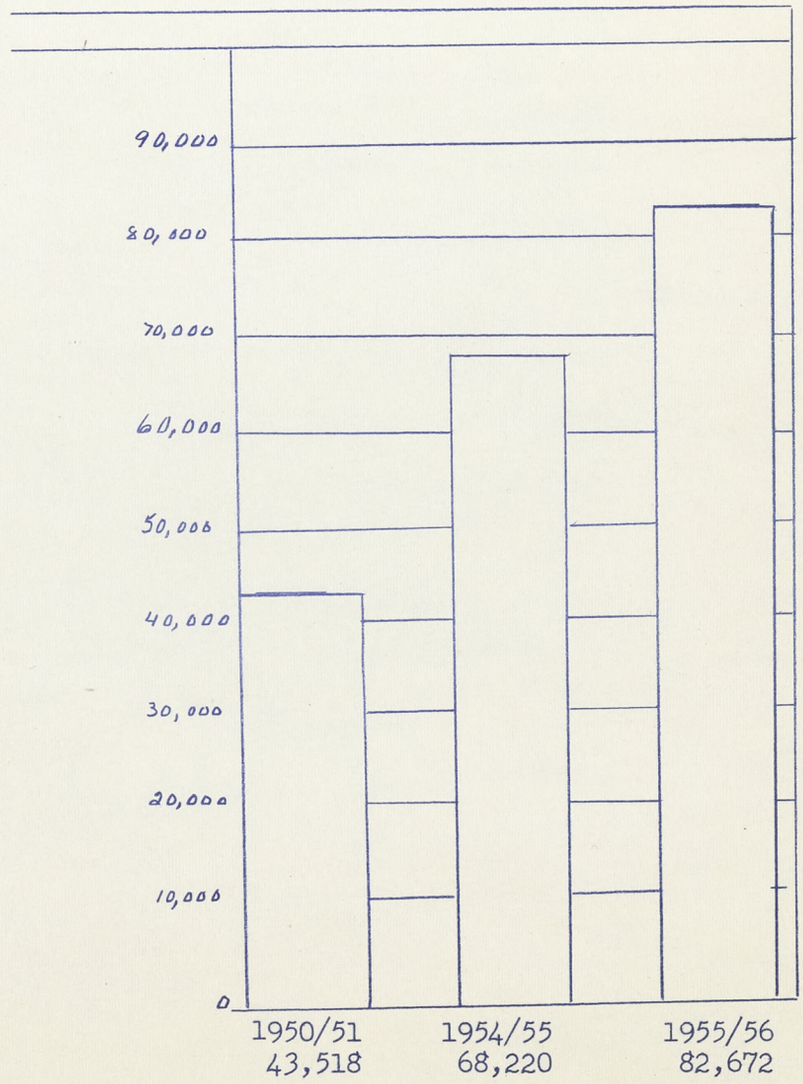
VOLUMES ADDED



BOOK SHIPMENTS TO BRANCHES

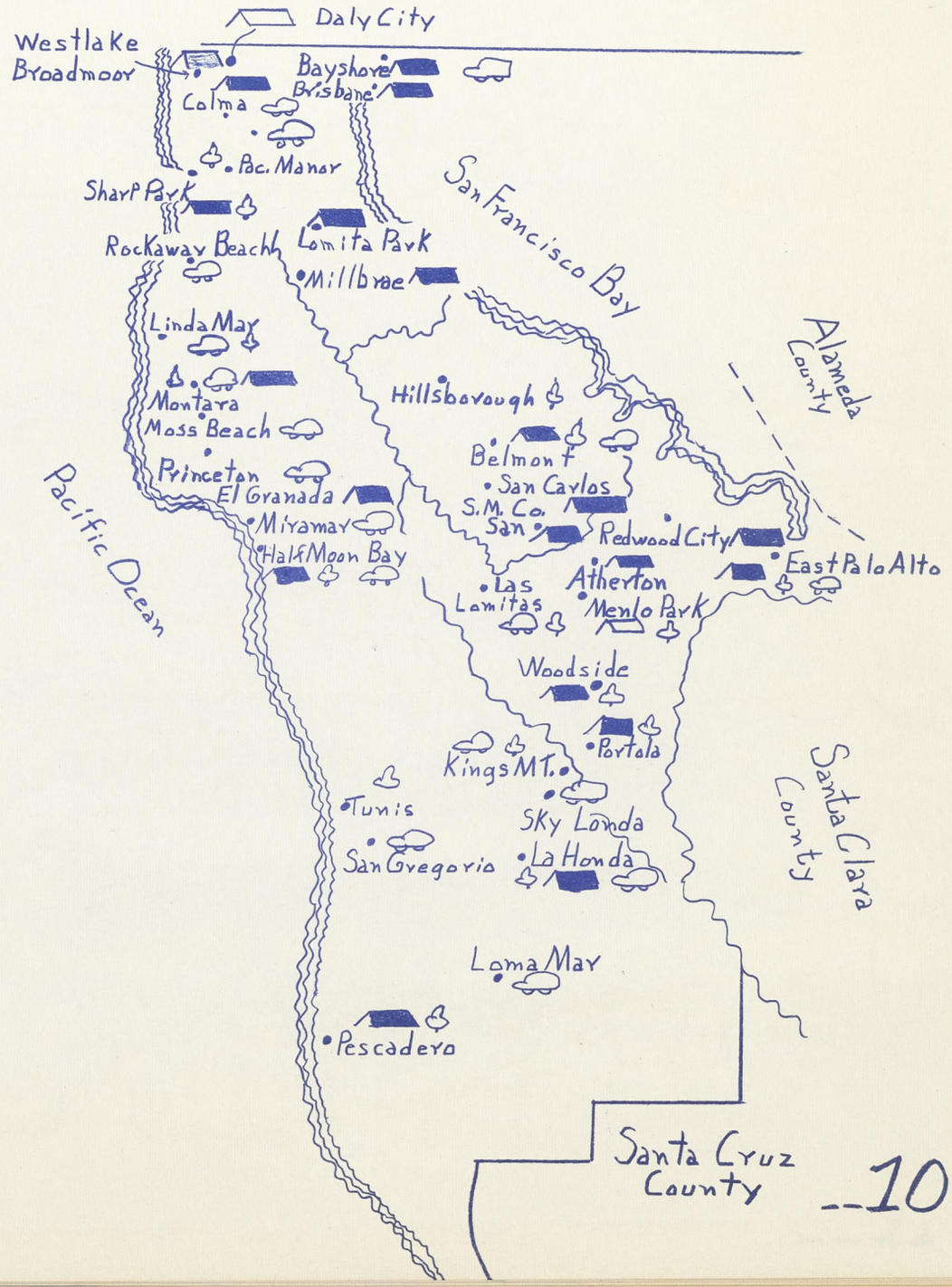


BOOK SHIPMENTS TO SCHOOLS



SERVICE OUTLETS:

22 Branches and Affiliated Libraries
31 Bookmobile Stops
41 Schools

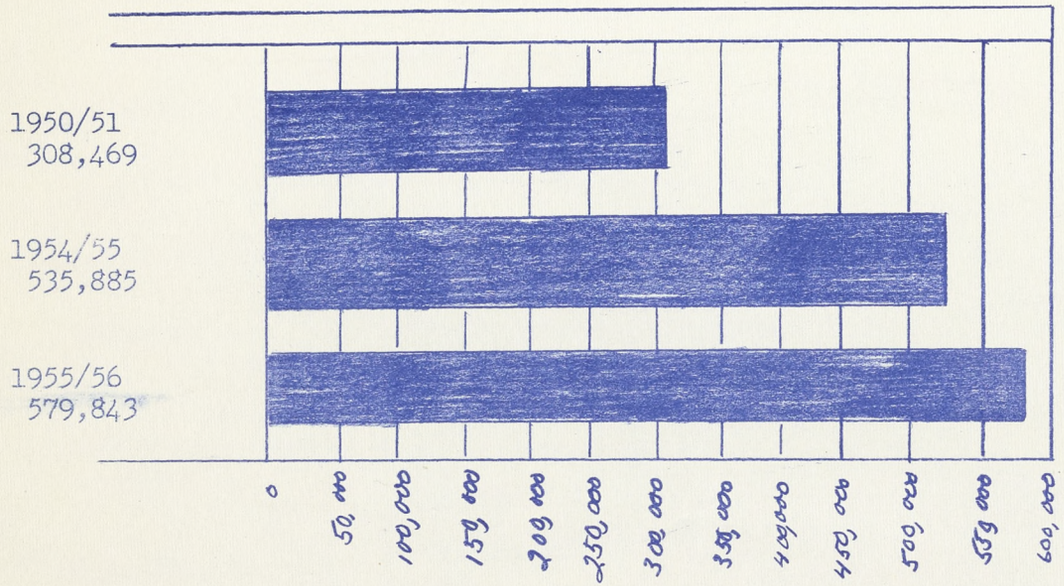


Legend:

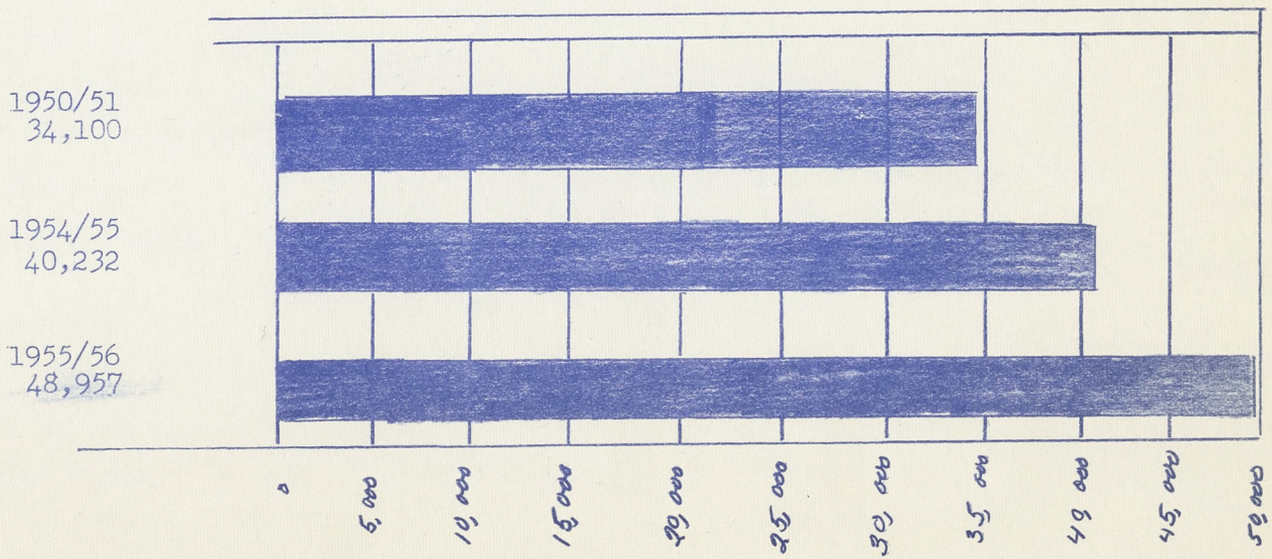
Branches	
Affiliated libraries	
*Bookmobile Stops	
*Schools	

*Bookmobile and School symbols can represent more than one Bookmobile stop or school.

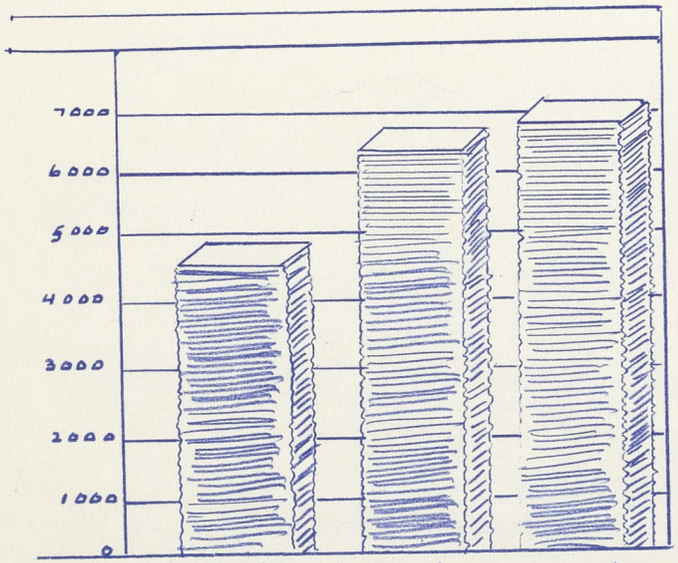
CIRCULATION



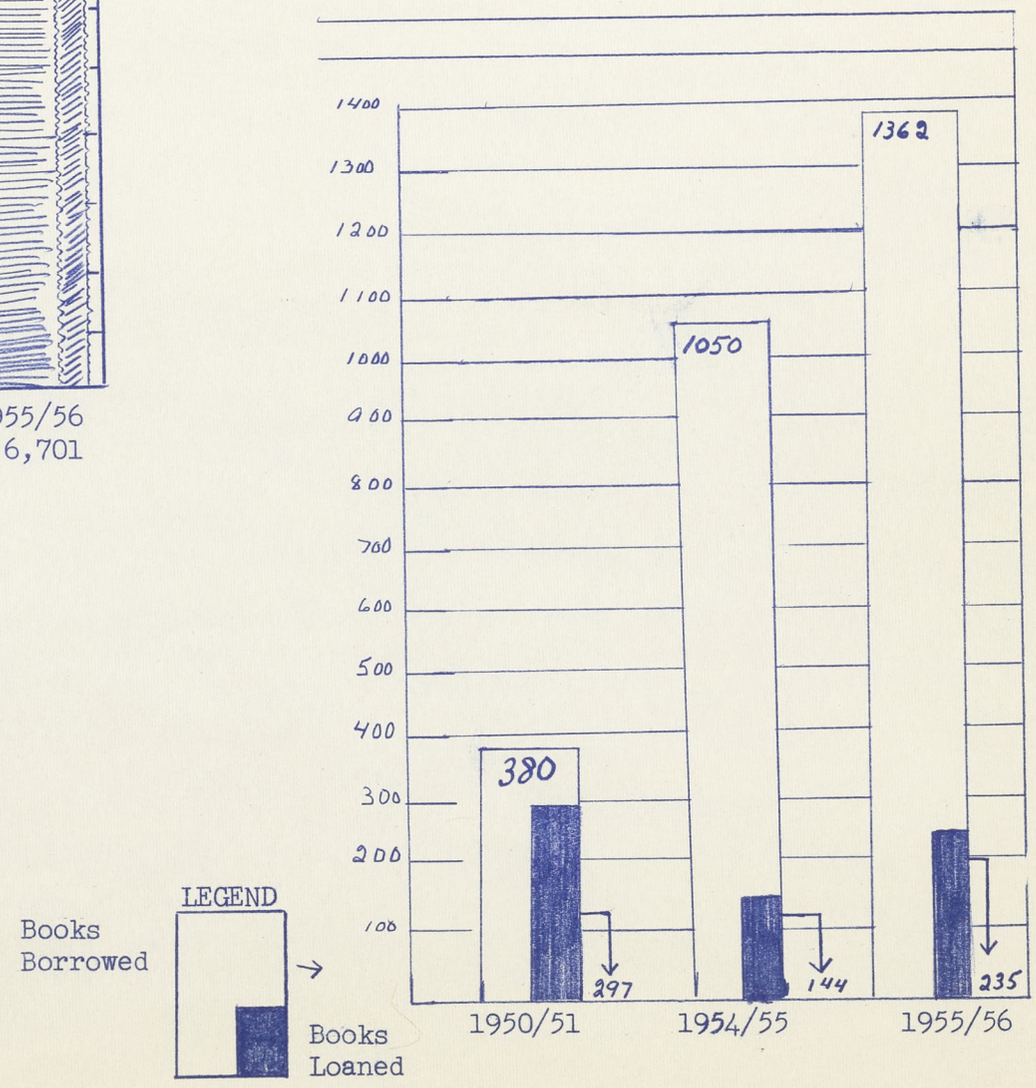
BORROWERS



SPECIAL REQUESTS



INTER-LIBRARY LOANS



PERSONNEL

"No library can render effective service without adequate and competent personnel. The library's unique function of serving as the one unbiased, non-partisan bureau of information for all the people calls for personnel of the highest competence and of unimpeachable integrity." In June 1956, 62 people were employed by the County Library comprising a total of 36.3 full time employees: 25 staff members were employed at headquarters, 37 in the branch libraries. There are 16 professional librarians on the staff.

SPECIAL SERVICES

During the year the library staff provided instruction to 40 groups in the use of books and libraries and gave 75 talks before community groups on books and library services. Estimated total audience for these talks was 6200 persons. Book exhibits were set up for 20 community meetings; weekly story hours were conducted at the Menlo Park Library and at the Cerebral Palsy School. Other story hours were held at branch libraries throughout the county. An estimated 17,000 reference questions were answered.

The staff of the library conducted a library training course in two series of programs for two groups of Senior Girl Scouts. 43 girls completed these courses.

The Assistant County Librarian served as consultant to Las Lomitas, Louis Barrett and Woodside School Library committees on their School Library programs, as consultant for the San Bruno Elementary School district for their new materials center, and assisted Menlo Oaks and Green Oaks Schools in organizing their libraries and selecting books for their libraries.

The County Librarian and Catalog Librarian assisted the County Welfare Department in setting up a departmental library. The Library supplied books to the County Jail and advised the jailer in establishment of simplified system for keeping records of the book collection and book use. The Reference Department of the library routed State Library bibliographies on Management, Administration, Supervision, etc. to interested County department heads and supplied books on these lists.

CHANGES IN SERVICE

The library contracted for the establishment of a book rental collection in the library. The library bears rental costs of these books rather than passing cost on to individual borrower. New books are added to the collection each month.

A committee method of book selection was started in December, 1955. Professional staff members at Headquarters and in the branches participate in the book selection; each participant is assigned particular subject fields as his special responsibility for book selection. Meetings of the book selection committee are held monthly.

Book Order procedure was improved by the introduction of a Multiple Order form for book purchase.

The Westlake-Broadmoor Branch in Daly City was opened April 16, 1956. This branch is a joint operation of the Daly City Library and the County Library, it serves both city and county residents. Concurrently, Daly City modified its policy concerning borrowers and now allows residents of areas served by the County Library to use the Daly City Library. Opening of the branch released the bookmobile for two days a week and made it possible to expand the area served by the bookmobile and increase hours of bookmobile service in other areas.

Special borrower surveys were conducted in two areas prior to making changes in service. The surveys were made in an effort to determine borrower preference as to kind of service, preferred time and location of bookmobile stops, as well as to define service area of the outlet under study. In the Broadmoor-Colma area, the survey indicated that the new Westlake-Broadmoor Branch would not eliminate the need for the Colma Branch. We also made a study of the place of residence of borrowers using the Branch Library in the County Library Headquarters in Redwood City.

The County Librarian, as chairman of a committee of the Library Executives of Central California, made a study of the specifications, salary and duties of Junior Librarians in the Bay Area.

CHANGES IN SERVICE (continued)

The County Library worked with the San Mateo County Master Plan Project to compile a map showing location of all library service points in the county and a survey of available library facilities.

The County Library is cooperating with other libraries on the Peninsula in compiling union files of periodical holdings, reference holdings and special collections.

TECHNICAL PROCESSES

The special skills of the cataloging and processing staff of the County Library were used by the Daly City and Menlo Park Libraries for the technical processing of books purchased by these city libraries. A total of 27,418 books were cataloged and processed:

County Library General Collection	9,883
County Library School Collection	15,017
Daly City Public Library	2,100
Menlo Park Public Library	418
TOTAL	27,418

The County Library is supported by a County Library tax, levied only upon areas served by the County Library. The tax rate for the fiscal year 1955/56 was .085 per $100 assessed valuation.

Income 1955/56

County Library Fund		
County Library Tax	$211,384.44	
In lieu of taxes	656.73	
County General Fund	6,378.00	
Reimbursement Menlo Park Salary	2,235.15	
Reimbursement from City of San Bruno for Maintenance of Lomita Park Branch	654.77	
Reimbursement from City of Belmont for Bldg. rental	375.00	
Fines and Lost Books	7,278.69	
Refunds	10.86	
Balance, Prior Obligation	25.01	
Transfer from Contra Fund	7,425.00	
Warrant Cancellation	30.00	
Reimbursement for Postage	11.15	
Gift of money to San Carlos Branch, from Women's Club of San Carlos	150.00	
Sub-Total	$236,614.80	
Balance from previous year	4,774.90	
Total		$241,389.70

Expenditures 1955/56

County Library Fund		
Salaries	$141,927.63	
Books and library materials	37,777.34	
Maintenance and operation	33,392.52	
Sub-Total	$213,097.49	
Capital Outlay	8,440.12	
Total		$221,537.61
Balance		$ 19,852.09

School Districts served by the County Library pay into the School Books Contra Fund on the basis of $75 per 35 units of average daily attendance or fraction thereof and for each 300 units of average daily attendance in the district during the preceding year. The School Books Contra Fund is used primarily for the purchase of books and library materials. In 1955/56, 25% of the School Books Contra Fund was used toward operating costs of the School Department of the County Library.

Income 1955/56

School Books Contra Fund

Received from School Districts	$ 29,700.00	
Balance, Previous Year	671.74	
Total		$ 30,371.74

Expenditures 1955/56

School Books Contra Fund

Books and Library Materials	$ 21,732.77	
Maintenance and Operation	496.99	
Transfer to County Library Fund	7,425.00	
Total		$ 29,654.76
Balance		716.98

Operating Costs, School Department, 1955/56 (Paid from County Library Fund)

Salaries	$ 13,190.00	
Maintenance & Operation	1,787.00	
Total	14,977.00	
Transfer from School Books Contra Fund	7,425.00	
Balance paid out of County Library Fund		$ 7,552.00

GUIDEPOSTS IN PLANNING PUBLIC LIBRARY BUILDINGS

An outline of some criteria and factors useful in preliminary building planning and site selection

Prepared by

Margaret Klausner, Director
The Public Library, Stockton and San Joaquin County, California

and

James E. Bryan, Asst. Director
The Public Library, Newark, N. J.

for

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1957

This outline is not intended in any sense to be exhaustive or the last word, but rather to be a helpful quick guide to the librarian faced with a building problem.

Often when a decision to build has been made the librarian and local officials feel that once an architect has been selected the project can be left with him safely and completely. Frequently the attitude is "Let the architect do this. Isn't this why we hired him?"

Indeed the architect has quite a job ahead of him, but he will be depending on the librarian to help him. It is the librarian who must define for him what a library is and how it functions. If all decisions and developments are left to the architect it is his idea of a library that is built. This may be a beautiful building but it may never work successfully as a library.

Both the architect and the librarian have certain responsibilities for the project. The librarian is responsible for making known the program, functions and relationships of the library. The librarian is responsible for seeing that the community gets a building which will be a good library and which will meet its library needs today and tomorrow.

The architect's responsibilities can be outlined as follows:

To help plan the interior of the building.

To consider and recommend materials and methods of construction.

To design the exterior.

To prepare working plans and specifications.

To prepare advertisements for bids in conjunction with the Library Board or other municipal or county authorities.

To prepare and furnish estimates of costs.

To participate in the preparation of contracts, seeing that the Library's interests are safeguarded.

To make certain that the building meets local code requirements.

To see that fire and safety regulations have been met.

To see that the building meets insurance requirements for lowest possible rates.

To superintend construction.

With the architect the librarian is a member of a team which will carry the work through to completion. Possibly there will be other people associated with the librarian and architect on this team, such as board members, city or county officials, a citizens' group, and a consulting librarian or architect; but the librarian is the person to whom they all will turn for guidance about

the library and its services in relation to the community.

Will a consulting librarian or architect be needed to work with the librarian and architect? The answer to this will depend largely upon the complexity of the problem and the experience of the people involved with it. Qualified, experienced direction during the preliminary planning stages of the project can pay for itself many times over in savings effected through good use of time, elimination of irrelevant details and guidance toward a sound solution of the problem.

Developing the Building Program

Probably the most important and far reaching thing the librarian does toward making the new building effective is to develop the program or statement of requirements so that the architect can translate what the community needs into a physical reality.

Now is the time for thinking. This is the time for fact gathering and fact finding, for study, questioning and evaluating.

The library program can be oral or written but the written program is preferable because it forces the librarian to do some real and very earnest thinking. It also places in black and white a statement of standards and requirements that serves as a constant reference and check in developing the plan.

During the preparation of the program the following should be kept in mind:

This is the time to dream, list, and evaluate, to "make big plans," to consider the general aims and broad purposes of the public library in American life. Services should be checked with the American Library Association Public Library Service, a guide to evaluation with minimum standards.*

This is the time to ask and discuss:

What the Board or Supervisors would like to see in a new building.
What the staff and department heads would like to see in a new building.
What the borrowers and users would like to see in a new building.

This is the time to survey the community, to learn all about it as it now is, and what it may be like in the next 20 years. Population groupings by age and occupation, by years of schooling completed, reading interests, nationality and religious groupings all have bearing on these studies.

This is the time to place library service in the overall community pattern and indicate its relationships with other community enterprises.

This is the time to determine which site best meets these overall requirements.

* Public Library Service, A Guide to Evaluation with Minimum Standards. Chicago, American Library Association, 1956.

This is the time to read all about library buildings, their arrangements, decoration, use of color, furniture and equipment.

This is the time to visit and see the newer libraries in your area, or the newer libraries in other areas whose functions are similar to yours. Since this is a cooperative venture, Trustees and officials should also visit. They share the responsibility with the librarian, and it is only fair that they share the learning experience and the shaping of decisions. During these visits list features that you like and don't like. Always ask the question of other librarians, "If you were to build over again, what would you do differently?"

This is the time to notice how stores, offices, hotels, restaurants, and other types of activity concerned with people and service are managed and laid out--time to look for non-library applications that may have library uses.

This is the time to list all of the services that you want to give in your new library. This list should include:

Existing services, or combinations thereof.
Existing services to be further departmentalized, such as,
  Service to Business, Science and Technology Department,
  Local history, Art and music.
New services--examples of which might be:
  Breakdown of services to children into new groupings
    such as Service for Children, Service for Young People.
  Film and record service.
  Service to groups--Adult Education.

This is the time to know and list pertinent data related to the present service and needed for the projected service. Some of the things that must be known:

Size of the book collection.
Number of Adult books.
Number of Children's books.
Annual growth of the collection as determined by additions
  less discards.
Number of bound magazines.
Unbound magazines and materials. Numbers are not helpful here.
  It is more useful to determine how many running feet of shelf
  space is used and needed.
Microfilm. Is the library converting bound files to microfilm?
Other materials.
Size of staff.
Readers seats and tables required.
Equipment used and needed.

This is the time to ask "Why?" Why must such and such be used and why must an operation be done in this manner or place rather than some other? If a solid answer for "why" cannot be found other solutions which can supply the answer should be discovered.

When all of the lists and data are compiled, and it is known generally what services will be included in the new plan, tentative space requirements can be determined. A suggested method is as follows:

List all of the services now given that will be continued with all office and work areas used.

For each area indicated, list the number of square feet now in use, the number of readers seats now available, equipment such as desks, tables, chairs, vertical files, dictionary stands, atlas cases, catalog units, picture collection cases, bookstacks or cases, etc., in terms of the square feet occupied by these items.

If the areas have been overcrowded for years an estimate of what space is actually needed for today's normal operations should be made.

Then, based on the period for which the building improvement is projected (20-25 years is considered normal) and the probable community development in that time, add a growth factor to the estimate of space needed for adequate performance today. Please remember, however, that the book collection will grow whether population grows or not.

Now add the new services to be given with the space requirements stated in terms of square feet for each, listing readers seats, equipment and books or materials which will be used for these.

From the foregoing information a chart can be worked out, somewhat as follows, but to meet the specific needs of each institution.

Service	Readers Seats			Square Feet Area			Extra Equipment in terms of Square Feet		
	Present	Growth factor	Total	Present	Growth factor	Total	Present	Growth factor	Total

When this chart is filled out, it should be discussed with the architect, and checked against the total space allocations and standards found in Wheeler and Githens, The American Public Library Building.* Russell Schunk's Pointers for Public Library Building Planners** also has a useful section of reference data. These standards are valuable general yardsticks which can be used to insure adequate space in public library buildings but it should

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* Joseph L. Wheeler, and Alfred M. Githens, The American Public Library Building. N.Y., C. Scribner's Sons, 1941.

Russell Schunk, Pointers for Public Library Building Planners. Chicago, American Library Association, 1945.

be remembered that there are certain reasons why libraries may be adequate despite the fact that standards have not been met. Reasons why less space than is considered standard may be acceptable:

Proximity to other libraries with extensive or specialized holdings to which borrowers may be referred.

A policy of so-called "containment" or limitation for such space-occupying materials as large files of bound periodicals.

Extensive microfilm programs making bound files unnecessary.

A combination of functions usually allotted separate areas, such as:

Use of the same reference area for children and adults.
One large office space to serve a combination of office functions.
Use of the children's room as a general meeting room.
Arrangement of the building so that bookstacks serve general in-building reading and the reference area, as well as the bookmobile supply.

It is well to remember that modern buildings often provide more actual free floor space than older or period-type buildings. Partitions are not as numerous, there is a lesser tendency to isolate each function and more of a tendency to combine functions.

There may also be reasons why more space is needed than standards indicate. Some of these reasons are:

The library has an unusually large collection, with limited circulation in relation to the size of the collection. This situation, if it exists, needs evaluation. It may have arisen because of inadequate discard policies and can result in high costs of space to contain books whose usefulness has been outgrown in the community. On the other hand, the library may be the recipient of large and valuable special collections which will need to be included in the new building.

Special collections or services of an unusual nature are part of the library service, such as an extensive local history collection.

Certain unusual services such as provision for archive storage for a county or region are the responsibility of this library.

Extensive bibliographic services, such as a union catalog for a region or area, are provided by this library.

Special services to schools requiring the assembling and servicing of large classroom collections are part of this library's program.

Unusually large meeting room requirements must be met. Perhaps the library meeting room is to be used for community affairs other than those that are library sponsored.

Provision of smoking and lounge areas.

There is no nearby library with which a sharing program can be worked out, for lesser used reference materials, bound files, centralized technical services, and so on.

Standards are guides and useful as checks and measures, but they are general in nature. The needs of various communities for library services often differ.

Before putting all that has been decided upon into a working statement for the architect, it is well to take time to think over and decide about these things in connection with the problem:

The library structure.

Service and space relationships.

Flexibility.

Supervisory control.

Maintenance.

The library structure:

It is not the librarian's job to design the library building. The architect will do this, and from the decisions made about what the library is to do and how it will be done, together with the estimates of how much space will be needed, he will create the structure. Form will follow function. Given the right idea of the library's place in the community and its relation to people and books, the architect will produce more design ideas than the librarian can and he will be willing to work them over until the right one is found.

The architect will want to know whether there are any limitations existing such as a local regulation requiring that all public buildings be designed to fit into a colonial environment.

There are many other things to remember when thinking of today's library and its structure. These the architect will want to know.

The building is for use by people; literally every one in the community will have reason to use it.

It should be friendly and inviting, not monumental in appearance.

It should be equipped and furnished to give a pleasing, informal, attractive appearance so that people will feel relaxed and at home in it. The use of heavy, institutionalized furnishings is disappearing in modern libraries.

It should be available and handy, fitting into community activity as a bank or market does, not being placed apart from the community. Libraries should be where people go, not necessarily where people live.

Modern concepts ask that people be allowed to "see in" and thus feel attracted to make use of books as others are seen doing.

Public convenience should be thought of constantly, since the building is for public use and service. As in stores, street level entrances and proximity to sidewalks should be provided. Parking space needs to be a part of the plan.

The latest developments in lighting requirements for libraries and similar institutions should be considered.

Service and space relationships:

Probably the best way to clarify service and space relationships is to think through all the activity that takes place in the library, whether this activity is by the library staff or the people using the services. This activity can be outlined and charted. Work flow studies will be useful in helping the librarian to see these relationships.

The result of this preparation is that there will evolve in the minds of the board, librarian, and architect how each operation can best be done in an orderly and logical way, always remembering that form follows function.

In most libraries, except for those in larger cities, every effort should be made to get all public services on the main floor--for convenience to users, ease of operation, and economy. In arranging these services, their relationship one to another must always be kept in mind.

Here are some examples and problems:

Should the Technology Service (if there is to be one) be adjacent to the Reference Service in order to: share staff, share expensive reference tools, avoid duplication of a card catalog?

Consider joint use of the reference area in a smaller library by both adults and children. This can be done by placing the reference area between the adult reading area and the children's reading area.

The flow of work itself will often clarify the relationships involved. In processing new materials, for example, it is well to have on one level: a loading dock, a receiving area, space for unpacking, and an area for processing including cataloging, reclassification and preparation. The more that steps of work progress in logical order, with no backtracking, on one level and on wheels, the more units of work will be performed per man-hour. Horizontal access is cheaper than vertical access.

Every public service area should be supported by book storage, office, and work areas. Often these supporting functions can be grouped so that two or more public reading room areas can be served by one book storage, office and work area. Such arrangements save steps and time in operation and money in construction.

Wash rooms, lunch and recreation areas should be conveniently located so that little time is lost during working hours in order to reach them.

Flexibility:

Flexibility implies provision for one or more uses for the same area at differing times. It also permits some services to increase and others to contract over a period of time in the same area without the necessity of structural changes in the building. It implies more than one arrangement of the same items of furniture or equipment as function dictates. It also suggests a structure that permits future expansion through additions as time requires. Flexibility deserves very serious consideration since it assures getting the most use out of the building over a long period of time. It can be achieved in a number of ways, some of which are:

By providing a small number of large areas, instead of a large number of small areas.

By separating differing services in large areas with movable bookshelving, easily moved partitions, or folding doors (if openings are not too large).

By keeping load bearing walls to a minimum.

By combining related functions (formerly occupying separate areas) into a single function or service occupying one area.

By arranging to have supervisory offices in the same general area as the function supervised, enclosed by an easily moved partition if needed. Such planning avoids a large number of separate, small, permanently partitioned offices.

By keeping building services such as elevators, plumbing, heating, ventilation, and electrical installations, either in the outer walls, or in an inside core area at the center of the building.

If supporting columns are to be used, attention should be given to insure that the areas between them (the module) are sufficient to permit a variety of arrangements. The application of the modular principle to a small building should be questioned, since the primary objective is to obtain clear open space inside the building. Columns should be avoided where possible and kept to a minimum if necessary.

The foregoing references to flexibility are to arrangements on one plane or to horizontal flexibility. There is also vertical flexibility which concerns flexibility in a second plane and is most often considered in connection with the bookstack growth. An example to illustrate this point is that of ceiling heights. A 13-foot ceiling will not permit double decking of bookstacks, but a 15- or 16-foot ceiling will. The additional 2 or 3 feet in height may permit the doubling of bookstack capacity.

Supervisory control:

Supervisory control is of fundamental importance in planning and operation. Good planning provides for minimum supervision of public and staff areas and results in savings in staff time and the ability to handle peak loads with a

minimum of staff. A flexible, well conceived layout of public services will require less staff at slack periods. The savings over the period of years for which the improvement is to be good can be substantial and warrant careful thought in the planning stage.

In the smaller library, especially, charging and discharging areas that are amenable to operation by more than one person are to be considered. A central control point for registration, return and charging of books that can also serve as a supervisory point for public service areas is likewise important.

Professional desks, so situated that one librarian can serve two or more public reading areas at slow periods reduces costs without much reduction in service.

Maintenance:

One of the products of the Public Library Inquiry study was the revealing fact that many man-hours go into building maintenance. For some libraries this exceeded 10% of the total man-hours of all library employees.

Maintenance costs money that might be used for books and service.

A building well planned from a maintenance point of view saves man-hours and money.

In planning it is wise to bear the following in mind:

A low building, especially a one-story building, is easier to maintain than a high building.

Ready approach to all electric, heating, ventilating, and plumbing services through access panels should be provided.

Materials that are easy to keep clean and maintain should be used. Ask for simple finishes--no ornate baseboards or woodwork that catches dust.

It is well to avoid places, inside or out, that are hard to reach. In nearly every maintenance job, wages cost more than materials.

Electric outlets should be plentiful and so arranged that power equipment such as floor scrubbers and polishers, vacuum cleaners, and other tools can be used easily. Power equipment usually pays for itself sooner than one expects.

Larger areas are easier and cheaper to keep clean than equivalent floor space divided into small areas.

Every maintenance man or crew of men should have an adequate work-shop with adequate tools. A good maintenance man can do many things which save money if he is properly equipped.

Little things are important. A good door mat pays for itself every week.

A word about air conditioning. In California, where places of public assembly as well as many homes are air cooled or conditioned for summer use, it appears imperative that library buildings have air conditioning if they are to be used by the public.

Air conditioning will reduce in-building soil, thus making painting and cleaning less frequent. It also provides a better climate for books, retarding their deterioration from exposure to extremes of heat and cold, dryness and moisture.

The elimination of air cooling from the building will probably result in a lack of use by people during uncomfortable weather.

Some criteria for site selection:

Of the various tax-supported public services the public library approaches the problem of location more nearly like a commercial enterprise than any other. There are several reasons for this:

The library is an educational institution with an informal program. Unlike the schools, attendance at the library is not compulsory. People come to the library if they like, they can also choose not to come. A good location encourages library use.

Tax dollars spent for library use bring the greatest return to the community when they result in:

Maximum reading room attendance, indicating a steady and fruitful use of the library's reference and information resources.

A large volume of books taken for home use by children, young people and adults.

A considerable number of telephone calls for information, many of which lead to the borrowing of books or the use of reference materials in the library.

Attendance at meetings of an educational or cultural nature which are library-sponsored and which aid in bringing the resources of the library to those who do not use them at all, or to those who are not fully aware of the library's holdings in the various subject fields.

The handling of materials for out-building use through the bookmobile, branches, stations, school collections and other outlets efficiently and expeditiously.

There is a definite relationship between location and use. Libraries placed in well traveled locations where there is a good pedestrian and vehicle count achieve a greater attendance and turnover of books per tax dollar expended than those libraries less fortunately located.

Conversely, the community gets less return for money expended when the library is not suitably located and there is a resultant diminution in use.

In actual practice it works out that additional public relations and publicity techniques are required to get people to the library that is poorly located. In terms of use, the same results require a greater annual expense to this library than would be necessary to the properly located library.

For these reasons the ideal site for a public library will fit as many of these basic requirements as possible:

It attracts people and serves the greatest number.

It is located where people go, not necessarily where they live.

There are good pedestrian and vehicle counts at its location.

It permits, as nearly as possible, street level entrance directly off the sidewalk, so that there is no loss of time or motion for entrance.

It permits windows that can be "seen in" at street level and makes possible store window merchandising techniques to promote library services. People are more likely to come in if they see others like themselves using the library.

It provides adequate parking facilities. This is important in a "car-riding" town.

It is a location where all types of people, including young and old and persons of differing religious, racial and nationality backgrounds will mix. The public library has, in many communities, been "common ground" for persons of various views and backgrounds. It is felt, then, that the library should be located where all persons making up the community feel free to come.

It is a location where many people, adults primarily, go for many purposes as for shopping, to the movies or on other errands.

It is not placed off the beaten path since such a location discourages library attendance at night, especially by women and children.

Proximity to schools is not a necessary location-criterion for adults; but it is very important for children and young adults, because it gives them an opportunity to fit the library into their school program.

It is also important that children become accustomed to the use of the library during their school years so that they will continue its use as adults. In many communities regular class visits to the public library are scheduled by the schools. The library is the community's information center and all children should be aware of its resources.

It should be near business and industry, since the library is not meant to be used solely for school connected or personal reading. The library is a business and economic asset in the community, which

helps to train employees of local businesses by providing reading and reference material that is pertinent.

It should be large enough to contain an adequate building with room for future growth and adequate parking. Usually communities have building code requirements regarding parking which will need to be considered and developed with the plan.

In summary, then, it may be stated that the library should be located in terms of people's activity patterns; of stopping to or from work, of using the library in conjunction with other errands, of using it in relation to one's business and work life. As nearly as possible it should also fit into the educational pattern of the children and young people of the community in relation to school, informational and recreational reading. It should be placed where the largest number of users have easiest access to it.

Proper site selection, evaluation of the library in the community, and careful analysis of the library service program and operation are all part of the preparation for a new building. Once the librarian has taken the time to give real consideration to these factors and has written the findings, conclusions and recommendations that appear evident, the statement of building requirements can be formed.

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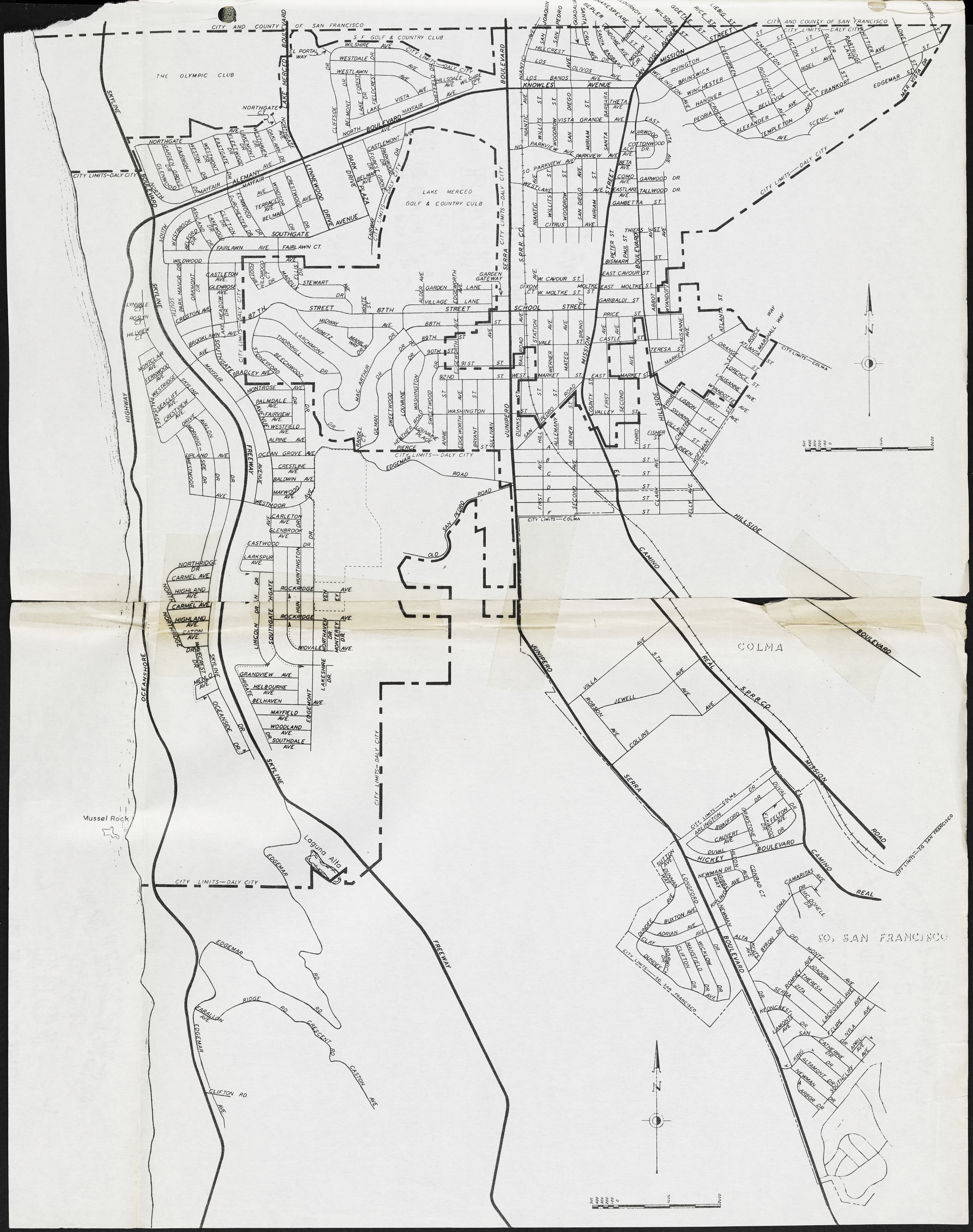

CITY AND COUNTY OF SAN FRANCISCO
THE OLYMPIC CLUB
S.F. GOLF & COUNTRY CLUB
LAKE MERCED GOLF & COUNTRY CULB
CITY LIMITS—DALY CITY
SKYLINE BOULEVARD
LAKE MERCED BOULEVARD
NORTH BOULEVARD
LYNNEWOOD DRIVE
PARK PLAZA
SERRA
S.P.R.R. CO.
MISSION STREET
EL CAMINO REAL
JUNIPERO SERRA BOULEVARD
HILLSIDE BOULEVARD
SCHOOL STREET
KNOWLES AVENUE
ALEMANY BOULEVARD
SOUTHGATE AVENUE
87TH STREET
SKYLINE FREEWAY
HIGHWAY 1
OCEANSHORE
EDGEMAR ROAD
SAN PEDRO ROAD
OLD SAN PEDRO ROAD
MAC ARTHUR DR.
GILMAN AVE.
PIERCE
RANDOLPH CT.
NORTHGATE
ALEMANY
MAYFAIR
WESTWOOD
WILSHIRE AVE.
EL PORTAL WAY
CASTLETON AVE.
GLENROSE AVE.
CRESTON AVE.
BROOKLAWN AVE.
MONTCLAIR AVE.
FERNWOOD AVE.
WESTRIDGE AVE.
SEAGLIFF AVE.
CRESTVIEW AVE.
PALMDALE AVE.
FAIRVIEW AVE.
WESTFIELD AVE.
ALPINE AVE.
OCEAN GROVE AVE.
CRESTLINE AVE.
BALDWIN AVE.
MAYWOOD AVE.
WESTMOOR AVE.
CARLETON AVE.
GLENBROOK AVE.
EASTWOOD DR.
LARKSPUR AVE.
NORTHRIDGE DR.
CARMEL AVE.
HIGHLAND AVE.
EATON AVE.
MENLO AVE.
OCEANSIDE DR.
GRANDVIEW AVE.
HELBOURNE AVE.
BELHAVEN AVE.
MAYFIELD AVE.
WOODLAND AVE.
SOUTHDALE AVE.
ROCKRIDGE AVE.
MIDVALE AVE.
LINCOLN DR.
HUNTINGTON DR.
SOUTHGATE DR.
LAKESHIRE DR.
EDGEMONT AVE.
NORTHAVEN DR.
MONTEREY DR.
VENETIAN WAY
Mussel Rock
Laguna Alta
EDGEMAR RD.
BRIDGE RD.
CRESCENT RD.
CASTON AVE.
CLIFTON RD.
CABALLON AVE.
COLMA
CITY LIMITS—COLMA
CITY LIMITS—SO. SAN FRANCISCO
SO. SAN FRANCISCO
MUSSEL ROCK
LAGUNA ALTA
WESTLAKE
EASTLAKE
GARDEN GATEWAY
VILLAGE LANE
GARDEN LANE
EDGEWORTH AVE.
ALDER AVE.
WHITE ST.
MIDWAY
NIMITZ
MANILA WAY
LARCHMONT DR.
THORNHILL DR.
BEECHWOOD DR.
STONEYFORD DR.
MAC ARTHUR DR.
SWEETWOOD DR.
LOUVAINE
WASHINGTON
HEATHER ROAD
LOUVAINE PLACE
RANDOLPH CT.
GILMAN AVE.
EDGEMAR ROAD
SAN PEDRO ROAD
OLD SAN PEDRO ROAD
JUNIPERO SERRA BOULEVARD
MISSION STREET
HILLSIDE BOULEVARD
EL CAMINO REAL
SCHOOL STREET
KNOWLES AVENUE
ALEMANY BOULEVARD
SOUTHGATE AVENUE
87TH STREET
SKYLINE FREEWAY
HIGHWAY 1
OCEANSHORE

THE HEART OF A UNIVERSITY: ITS LIBRARY

"A SACRED PLACE ...WHERE THE WORLD'S IDEAS ARE CONCENTRATED..."

Lawrence Clark Powell, Los Angeles librarian, has assisted the growth of his library since 1937, when he was appointed Junior Assistant in the Order Department. In a recent speech on behalf of the Friends of the Los Angeles library, Powell spoke movingly and incisively on what he termed "the heart of the matter." His speech, delivered to the UCLA Affiliates at their 20th Anniversary Banquet on Jan. 23, is reproduced here.)

You are expecting me to say of course that the Library is at the heart of the matter. Or books. No. Neither is. What is there is not to be seen or touched, nor has any bodily existence. For what is at the heart of the matter is ideas.

I heard a talk the other night by Willis Kerr, librarian emeritus of Claremont Colleges, the elder statesman of Southern California librarians, a man who long ago did all the bookish things we younger men sometimes mistakenly think we are pioneering. He established a simple scale of values which I want to pass on to you. He said that books are more important than libraries; that people are more important than books; and finally, that ideas are more important than people.

In that final truth lie the glory of mankind and the despair of tyrants, dictators, and would-be censors.

...importance of books...to forward...ideas

The importance of books is that they are the best means man has devised to forward his ideas. Books are more lasting than individual men. Gutenberg has been dead four hundred years; the Bible he printed--the first book ever made by man from movable type, a copy of which is one of the glories of the Huntington Library--is as crisp and clean and full of power and beauty as on that day, about 1450, when he finished it. Likewise Shakespeare's immortality is in his books. Of all men's children, books are the most lasting.

One book, such as the Bible or Plato or Shakespeare, may contain the essence of man's ideas, and thus though the world itself be lost, if that one book survive and one man and woman live to read it, then is the future secured.

It follows then that a library, which has collected, preserved, and make books available to people, is a sacred place, where the world's ideas are concentrated in usable form. On the state university campus where the law does not allow a church of any kind, I think of the Library as the best substitute, as a sanctuary and place of meditation.

Man has found no better form in which to preserve his ideas than the printed book. It is a neat, compact, well behaved invention; it waits for you, for centuries sometimes. It is there when you want it. You need no apparatus to deal with a book. It slips into your pocket; it fits your hand; it yields to your eye. A book asks no questions of your color or creed or college degree.

libraries..a stockpile of fissionable material...

The libraries of Southern California are among our glories. Within a single generation here, we have established a commonwealth of books, which helps create an intellectual climate in which people's minds can thrive and grow. The libraries of Southern California are a stockpile of fissionable matterial, of ideas and imagination, of intellect and beauty, preserved in book form, awaiting the liberating touch of man's hand, of man's eyes, to set them free and put them to work.

Of these libraries the one at UCLA, composed of the main library and its branches, and of the William Andrews Clark Memorial Library on West Adams, containing nearly a million and a quarter volumes, has taken the lead as the Southwest's greatest general research collection. It has been formed thoughtfully, systematically, and lovingly, by many hands and minds working together. Books have come singly and in carloads, and from nearly every country in the world. To aid people use them we have added specialists to the library staff in Oriental, Near East, and Slavic languages, as well as in the classic tongues and the sciences.

...the heritage of the whole human experience...

The UCLA libraries represent perhaps the most valuable single asset of the university at Los Angeles. The buildings and the books and the ideas they contain and preserve, and hold for you and your children and their children, are the heritage of the whole human experience, from the origin of mind to the end of time.

Such wealth cannot be restricted to student and faculty use. It is a community resource, which those citizens who need books for more than entertainment and escape are turning to in increasing numbers. Last year the UCLA Library served 5,400 off-campus users in science and industry, the arts and the professions, and it loaned 3,300 volumes to other libraries. What has come to us by legislative appropriation and by gifts of Friends of the Library, builds up year after year into this treasury of ideas, conveniently stored in individual books.

...nearly four million volumes...

The libraries of the statewide university contain nearly four million volumes--a common pool of books into which all can dip as need arises. This unique eight-campus collection is one of the world's great libraries.

This has not come about by accident. We have such a great asset because the men who have led the University of California, from its founding in 1868, have without exception believed in books and given the librarians under them the encouragement and the means to build these libraries.

When Benjamin Ide Wheeler came to the University as its president in 1899, he said, "Give me a library and I will build a university around it." These are among the most glorious words in the university's annals. They were known to the then young man who, in 1930, succeeded to the presidency of the university, the man under whom I have proudly served for nearly twenty years, a man who by word and deed has demonstrated his belief in books and libraries.

...the ideas of truth and freedom...

Robert Gordon Sproul has said repeatedly that he believes, as President Wheeler did, that the library is the heart of the university; he has also acted repeatedly on this belief, to ensure the steady development of library buildings and books and staffs. I am certain that he will not take exception to my further thesis that, at the heart of the library are the ideas of truth and freedom, the spirit which animates the heart and all the body.

The fact is, all of the chief administrative officers of the statewide university and members of the Board of Regents have been and are members of the book-believing community, of which you friends are also a part. Edward A. Dickson, Ernest Carroll Moore, Clarence A. Dykstra, and now Raymond B. Allen, form an illustrious line of bookist leaders, reading, collecting, and believing in the power of books. It would be a poor librarian who could not succeed with such leadership.

...where books and people and ideas are nobly joined

No university in the world has ever risen to greatness without a correspondingly great library. Oxford, Harvard, Columbia, California are great citadels of truth and freedom, where books and people and ideas are nobly joined. When this is no longer true, then will our civilization have come to an end.

As university librarian of the Los Angeles campus, I am grateful for this opportunity to thank all who have helped in this great work, and to pledge them, for the library staff, our continuing efforts in the common cause.

a campaign which Irene Branham conducted in Kern County last year. There followed a "Little Festival of Storytelling." Mrs. Natalie Mayo Edwin set the stage by describing the process of selecting and learning stories. Then a parent, Mr. Laramee Haynes, told "Robin Hood and the Golden Arrow," Ruth Robinson, Los Angeles Public Library, told "Wicked John and the Devil," and Marjorie Dobson, South Pasadena Public Library, told "The Peddler of Balaghadereen."

Late afternoon festivities included an open house at the Huntington Library and at Vroman's. The day was concluded with a dinner meeting at the San Marino Woman's Club, at which Althea Warren spoke charmingly on "A California Trio." She described her intense pleasure in the writings of Stella Walthall Patterson, Kathryn Hulme, and Jessamyn West. Miss Warren was later honored with gifts.

YOSEMITE DISTRICT MEETING

The pleasant campus of the College of the Sequoias and a sparkling spring day combined to create atmosphere for Yosemite District's annual meeting in Visalia on April 6th. This atmosphere was enhanced by spring flower arrangements in the lobby where some hundred and fifty librarians and guests registered, and in the lounge where coffee was enjoyed before the meeting began.

Community cooperation was the theme of this year's meeting, and a lively program was planned by Mrs. Helen Robbins, District President. Mr. William C. McKinney, Jr., Director of Curriculum, College of the Sequoias, welcomed the members in behalf of the College. Key speaker of the day was Miss Ruth Warncke, Director, American Library Association Library-Community Project. At the morning general session Miss Warncke discussed experiments conducted by the Project in four pilot libraries in the country. Ways of surveying communities, interpreting findings, and launching into full-fledged library-community cooperation in each of these areas, were informing and stimulating to A.L.A. project workers and pilot libraries alike, according to Miss Warncke. Her enthusiasm for her subject was contagious.

During the afternoon session the same theme was applied to panel discussion by representatives of important community organizations in Visalia, with Mrs. Phoebe Winkler, Visalia City Librarian, presiding. Seven men described the activities of their agencies and discussed actual or ideal cooperation with the library.

Lively audience participation, with Miss Warncke as moderator, followed the panel presentation. The cooperation theme was further carried out in corridor exhibits arranged by several hobby clubs in Visalia: photography, painting, gem-stones, stamps, and a set of models of historic California locomotives.

An outstanding feature of the meeting this year,—a feature worth copying in future meetings, was the project of the District Recruitment Committee, under the chairmanship of Mrs. Edith Schroeder. Letters had been sent to high schools throughout the district inviting all those students interested in librarianship as a career to come to Visalia on April 6th where they might confer as a group with library school representatives. Sixteen girls and one boy responded and met in one of the college classrooms. Two professors of librarianship, Dr. Edward Wight of the University of California and Miss Doris Smith of San Jose State College were present to answer questions. The meeting aroused a great deal of enthusiasm among these potential librarians and was a real achievement in the recruiting program.

At the close of the meeting, members were invited to visit libraries in the city, including the nearly completed Tulare County Court House which will be the headquarters of both the County Library and the County Schools Library.

A VERY SPECIAL LIBRARIAN

"She is so special she is almost unique;
When they phone for a book she is off like
a strique.
She knows Esperanto, and German and
Grique,
When the boss is grumpy, she turns the
other chique.
Alas, she is leaving the end of the wique."

—Toronto Chapter Bulletin

As I See It . . . .

THE ROAD AHEAD for public libraries will follow a route that has been and is continuing to be established by *trends* in library service. To see the road ahead more clearly, we must understand what is behind these *trends.*

The most significant force appears to be a continuing increase in demand for library services. This has been stimulated by a number of factors. First, there is a higher level of educational attainment. By more formal education the general populace has been exposed to more areas of interest, and their ability to seek out and utilize information has been greatly increased. People find that they must be better informed to hold their positions, to improve their stations in life, and to understand themselves, their children and the world about them. This fact is verified in the growth of libraries as centers of information rather than purely cultural institutions.

This is also the generation of "how-to-ism," or "do-it-yourself." On every hand the individual is led to believe that with simple tools and a smattering of information he can grow a garden, build a house, or launch a boat. In fact, some people feel a stigma rests upon those who cannot, or will not, comply with this trend.

The world and everything in it is more complex and moving so rapidly that it is a continual challenge to keep up, and coupled with the higher level of education is a growing awareness that the most satisfactory way of understanding the world is through reading.

Modern personnel practices are also reflected in the increasing demand for library services. Increased leisure time due to automation and mechanization of routine work, along with adequate pensions, shorter work weeks and the use of gadgets, encourage the individual to utilize his time profitably.

And, finally, self-education has become respectable, indeed encouraged. The public library is the heart and soul of self-education.

Paralleling the increased demand for library service is an increased sense of what I would call professionalism among librarians. During the past few decades there has come a new awareness of library responsibility and potentiality as a larger educational institution in the community. Previously frowned upon, librarians now employ publicity tactics to advertise the library's services and encourage its use. Public relations, therefore, has had more emphasis. The "No Whispering" and "Quiet Please" signs have disappeared, along with chained books and closed stacks. Every effort is made to encourage people to use the library, to invite, to entice. A new crusading zeal to expand the library and its services, to take it to the people and make it more generally available, has spread through libraries. Accessibility has become a watchword.

In the past few years community studies have been utilized by librarians to assist in shaping services and collections to meet the particular needs of the individuals and the community being served. Therefore, the increasing numbers attracted to the library are more apt than ever before to find on the library shelves those materials which they desire.

These two forces . . . increasing demand and increasing professionalism . . . are in one way or another responsible for the five overall trends which shape the road ahead.

1. The development of a concept of totality of library resources and services.

2. Recognition that libraries must have standards of minimum adequacy which are realistic and provided with teeth to assure implementation.

3. The library is assuming an active rather than a passive role wherever it touches the lives of individuals and the community it serves.

4. A belated realization that library routines can and must be mechanized for greater efficiency and economy.

5. The growth of the idea of voluntary regional cooperation among public libraries.

These trends have affected all the areas of library service. There is, for instance, a general recognition that library administration is a special field of library work . . . a full-time job requiring specialized training and aptitudes. Library administrators even find they must go beyond the presently accepted methods in personnel, fiscal procedures, public relations, and administrative areas to prepare for the library of tomorrow. Competition with other types of libraries and the need for recruiting an ever increasing number of desirable library personnel is making up-dating library working conditions imperative.

Library personnel, naturally, has been affected by these trends. The theory of separating clerical from professional duties is now being actively practiced in many libraries. Room is being found for both the subject specialist and the generalist. The literature of some fields has become so complex that subject specialists are required, while on the other hand every library has use for that amazing generalist who knows something about everything.

Salary standards have increased about 75% in the past decade. Increasing fringe benefits, sick leave, health insurance, longer vacations, etc., have become general. To keep personnel abreast of library trends and to give them the background necessary to serve increased demands placed upon libraries, a multitude of in-service programs, workshops and conferences are scheduled yearly. Library literature does its best to present a variety of material, to acquaint librarians with the activities of other libraries and with new opportunities for service.

Responding to the various trends library services themselves are being tailored to match the needs of the public. Self-service is a keyword. Open stacks are virtually universal, and now . . . shades of Dewey! . . . subject areas are becoming more common, drawing together all kinds of materials in various subject fields to make them more accessible. Giving way before this trend are the traditional circulation and reference departments.

New services have had to be launched. The children's program, little known fifty years ago, is now an essential portion of each public library. Young people's collections are increasing in response to a growing awareness that the library has a special role to play in the development of young people. A department of audio-visual service is becoming a necessity in many libraries struggling to meet the demand for non-book materials. Library services are aimed at the reader in an attempt to bring the reader and the materials he seeks together.

The library is the last outpost for the individual who seeks self-education at his own rate and within his own field of interest. Some libraries are increasing their work in the field of adult education, both with individuals and with groups. Much remains to be done, however, and the trend will be shaped in each community by the total educational program offered. In some cases, the schools have a well-developed adult education program where the library will supplement it with such things as great books program, film discussion programs, and author-reader groups. Where the schools do not already have a well-developed program, the library may be called upon to furnish classes in many subjects.

Current trends have had a profound influence on library collections. No longer is the library a "storehouse of books." Rather, the concept of information has evolved . . . information to be supplied from any kind of communications medium, be it a book, a film, a record, or whatever. Collections have become pointed toward use in the local

community. The idea of a complete collection has long since been given up, and the theory of a well-rounded collection providing something on everything has proven, in many instances, to be ill-advised. There is now a general recognition that a library's collection should be judged from the standpoint of current title acquisition rather than total volumes in the collection. In other words, emphasis is upon a live collection of useful materials. The quantity of non-fiction materials has been greatly increased in most libraries at the expense of fiction. Two reasons, perhaps, can be given for this. First, there is the greater need for informational materials, and secondly, there has been a serious deterioration in the quality of fiction.

Radio and television have also influenced the shaping of library collections. Television, particularly, has limited the need of many libraries for substantial collections of light fiction, since this sort of recreational material can be more accessible on the television screen. On the other hand, as the quality of television programming improves, people seek information in new areas, explore new subjects, and are impatient with out-of-date materials. Libraries cannot shield themselves against this effect of our newest mass communication medium.

Our book collections, once the sole property of the library, are now being supplemented by non-book materials, films, records, microfilm, microprint, works of art, tape recordings, and all the other products of this communications age. Money has had to be set aside for this material, and the total library collection must take into account the existence of information in all forms. A film, for instance, on a given subject may well obviate the need for printed material, and a record teaching foreign languages may stimulate interest in books in foreign tongues.

Naturally, the cataloging and classification of material have been affected by these changes in our collections. The primary concern now is to make information available. How the patron is going to use the book is far more important than why the author wrote it. The cost of personnel and materials has made it mandatory that, while cataloging and classification expenses be kept at a minimum, every possible device be used to assure the ability of the librarian and the library user to fully utilize the materials cataloged.

Buildings, too, have been influenced by these trends. They have become functional rather than monumental. Public services are now found, basically, on the ground floor; libraries are located, so far as possible, to be easily accessible to the greatest number of people in the community. Subject areas are created by arrangement of book stacks rather than by partitions. So impressive has been the change in library services in the past few years that librarians are well aware that they must have a free hand to rearrange the interior of the building whenever necessary in order to meet new demands for service.

The combined force of these trends on library services and collections has required the mechanization of routines. A wide variety of business machines have been adapted to library usage. Electric adding machines and calculators and duplication equipment normally complement the typewriter to be found in administration headquarters. Circulation routines utilize equipment ranging from the charge-a-plate and addressograph to the complexities of microfilm and punched cards. Some of these same devices are being employed by acquisitions departments.

The library user is no longer necessarily content with such information as he may find in his own particular library. We, as librarians, recognize increasingly his right to have the information he desires regardless of where it may be housed. Therefore, on the road ahead there must be a method by which the informational resources of an entire area, state, or region can be recorded and immediately made available. Somewhere along the road ahead libraries will be utilizing those mysterious mechanical monstrosities which can record an unlimited amount of information, digest it and dispense it almost instantaneously upon demand. Such devices are commonly used in industrial research, for in a few minutes one can accomplish thousands of man-hours of work.

Thus, all roads seem to lead us to the general concept of the library system. This, I believe, is the direction for the next half-century of progress. A simple illustration should suffice. In mythical Fruit Valley there were a number of libraries . . . six public, two college, one junior college, and a number of public and parochial school and special libraries. For many years each had gone its own way, until one day they each discovered certain deficiencies which they were helpless to overcome. The librarian at Kumquat Public Library badly needed a part-time children's librarian, while the library at Prune City was in need of a display artist and a greater back-file of magazines. Neither had the film services supplied by Fruit City, but with Fruit City and neighboring Avocado they shared a tremendous student problem. Sitting down together, they faced their problems. They discovered that Avocado had a children's librarian who could give some time to Kumquat, and that Kumquat had a clerk who was very adept at display work. Fruit City volunteered to make its extensive collection of periodicals available to all the libraries, providing the other libraries would share the cost of filling out some of the broken files and subscribing to certain expensive titles. Fruit City also agreed to work out a contract by which each of the other libraries might share in the film service.

This group of librarians then invited the school librarians and their administrators to a meeting to discuss the student problem. Out of the meeting evolved a statement of responsibility setting forth what the school libraries were responsible for and what the public libraries should be expected to furnish. The schools agreed to open their libraries for longer hours and establish liaison with the public libraries in the development of their curriculum. Special libraries responded to a similar invitation, and by exploring the resources of each of the libraries, public, school, college and special, hit upon a plan whereby the more expensive periodicals and services could be pro-rated throughout the region. Thus was born the Fruit Valley Cooperative Regional Library. While each library maintained its independence and its community identity, each was strengthened by cooperation with the rest.

The road ahead will continue to offer a fast changing panorama of new frontiers, but the trends of the present assure us that, as the last outpost for individual education, libraries will increase their stature as dynamic educational institutions. The past achievements of public libraries scarcely hint at the importance they will possess in the future. The road ahead is inviting those who will accept the challenge of a broader vision of library service and dedication to the proposition that man has a right to know the truth that it may make him free.

Raymond M. Holt, EDITOR

CLA COMMITTEE CHANGES

The roster of CLA Committees printed in the April issue has been added to as follows:

ADULT EDUCATION
Amy L. Boynton, Lodi Public Library
Blanche W. Collins, Long Beach Public Library
Mrs. Bertha J. Lewis, Santa Barbara Public Library
Harriet F. Marrack, Burlingame Public Library
Nelle F. Minnick, Fresno County Library
Mrs. Mary Mudoch, South Pasadena Public Library
Mrs. Margaret Tredway, Stanislaus County Library, Modesto
Mrs. Ruth Turner, Contra Costa County Library, Martinez

CALIFORNIA LIBRARY HISTORY
Caroline Wenzel, 723 17th St., Sacramento

DOCUMENTS
Esther Schuerman, Sacramento City Library
Mary Schell, *Consultant,* California State Library

PUBLICATIONS
Gordon Martin, University of California at Riverside

RECRUITMENT
Mrs. Edith C. Schroeder, Retired, 422 W. Myrtle St., Hanford
Patricia A. Anderson, Humboldt State College, Arcata

INCORPORATION: PRO & CON

BY HENRY MILLER MADDEN

THE ASSOCIATION faces an important decision. It must decide, at the annual meeting to be held in Fresno 16-18 October, whether to incorporate as a non-profit corporation.

The background can be quickly given. At the meeting of the Executive Board in San Jose on 29 October 1955 the Board decided to incorporate the Association. This naturally required ratification by the membership of the Association, as it would involve a change in the constitution. Accordingly, at the meeting of the Board on 28 May 1956 in San Francisco the Executive Secretary was requested to prepare a motion to incorporate, for submission to the next annual meeting. This motion was presented at the annual meeting in San Diego on 2 November 1956. Discussion among the members made clear that confusion existed about the benefits and possible disadvantages of incorporation; action was deferred, except the instruction to the Executive Board to explore the subject further.

At its meeting in San Francisco on 7 February 1957 the Board reaffirmed its decision to recommend incorporation to the membership. The Board requested the President to obtain all pertinent information on incorporation, and to present this information to all members of the Association by means of an article in the *California Librarian*. In preparation for this assignment, I submitted a list of questions covering the salient legal points to an attorney, who gave me full and explicit answers. These answers form the basis of the following article.

WHAT IS INCORPORATION?

Incorporation is an act conferring legal status and recognition on any body of persons. A corporation has the sole right to the use of its name; an unincorporated association may lose its name if anyone forms a corporation with the same name. In general, a corporation exists in a definite legal setting, whereas an unincorporated association is in a sort of no-man's-land as far as the law is concerned.

A non-profit corporation is empowered to hold property without further formalities. An unincorporated association may also hold property, but it is better to designate a self-perpetuating Board of Trustees whose function it is to hold legal title for the benefit of the members. Our Association, of course, cannot provide for any sort of self-perpetuating group.

HOLDING FUNDS IN TRUST

A non-profit corporation is authorized specifically by law to act as trustee and to hold, administer and expend funds and property subject to trust. An incorporated association may also do this, but specific authorization for it should be included in the bylaws (this is not the case at present).

GIFTS

A non-profit corporation may receive gifts which are deductible from the income tax of the donor. This is not the case with an unincorporated association.

LEGAL ACTIONS

Ordinarily an unincorporated association cannot sue or be sued in its own name; any action must be against the individual members, or against some of them as representatives of the group. A corporation, of course, may sue or be sued in its own name, and its members and officers are never responsible in their individual capacity if they were acting on behalf of the corporation.

TAX STRUCTURE

A non-profit corporation has the same tax structure as an unincorporated association. If it carries on a business at a profit as an incident to its main purposes (such as the sale of publications) the profits remain with the corporation, and are not taxable.

CONTINUITY OF MEMBERSHIP

If an unincorporated association becomes incorporated, the members of the association automatically become members of the corporation, unless they desire to dissent in writing.

December 13, 1957

Mrs. J. Henry Mohr
2 Castaneda Avenue
San Francisco 16, Calif.

Dear Mrs. Mohr:

I have your letter of December 2 regarding the ALA meeting in San Francisco next July and requesting volunteers for committees.

I shall bring this matter up at our next Library Commission meeting in January and hope that some of the trustees will be able to cooperate with you to make the meeting a successful one. I shall also let you know after our next meeting my choice for committee participation.

With best wishes to you for a happy holiday season,

Very sincerely yours,

Lionel Farber

LF:as

CITY AND COUNTY OF SAN FRANCISCO

GEORGE CHRISTOPHER
MAYOR

PUBLIC LIBRARY

CIVIC CENTER -:- SAN FRANCISCO 2, CALIFORNIA

COMMISSIONERS:

BERT SIMON
PRESIDENT

ROSE M. FANUCCHI
REV. F. D. HAYNES
CAMPBELL McGREGOR
MRS. J. HENRY MOHR
H. MAX MOORE
MRS. HAZEL M. O'BRIEN
ALBERT E. SCHWABACHER, JR.
S. LEE VAVURIS
RENE A. VAYSSIE
DR. THOMAS W. S. WU

LAURENCE J. CLARKE
CITY LIBRARIAN

FRANK A. CLARVOE, JR.
SECRETARY

December 2, 1957

Dr. Lionel Farber, Chairman
Daly City Library Commissioners
159 Wilshire Avenue
Daly City, California

Dear Library Trustee:

The American Library Association will be meeting in San Francisco July 13th to 19th, 1958. The American Association of Library Trustees will meet on July 12th and 13th. A Trustee Workshop will be held on Sunday, July 12th from 9:30 to 4 o'clock, with the Award Dinner following.

The discussion will cover many of the Library Board problems. Come and join your fellow Trustees. If you have a question that needs answering or a problem to be solved send it soon to your AALT President.

As local Conference Chairman for the Trustees I am organizing committees to serve at that time. Will you serve on a general committee and ask one or more members of your Board to do likewise? (See list below for general assignments).

A committee meeting will be called in San Francisco in February after the Mid-Winter meeting of A. L. A.

Would you or any Member of your Board be able to attend the Mid-Winter Meeting in Chicago, January 28th to February 1st?

Please respond to the address below.

Sincerely,
Lucile H. Mohr

Mrs. J. Henry Mohr, Commissioner
2 Castenada Avenue
San Francisco 16, California

Indicate which Committee:

Hospitality
Registration
Transportation
Reception
Flowers
Tickets

February 11, 1958

Miss Lucille M. Morsch
President, American Library Association
Library of Congress,
Washington 25, D. C.

Dear Miss Morsch:

All the trustees of the Daly City Library are members of the A.L.A., the memberships being taken out in their names by the Daly City Public Library.

I have not had any previous experience in this type of work, particularly in this field, but I shall do whatever I can to help make the forthcoming meeting as successful as possible. I am also certain that the other trustees of our library will do whatever they can to further the success of the 1958 conference.

Very sincerely yours,

Lionel Farber

LF:as

AMERICAN LIBRARY ASSOCIATION
CHICAGO

Library of Congress
Washington 25, D.C.
February 4, 1958

Dear Dr. Farber:

Mr. Kenneth M. Brough, Chairman of the Local Arrangements Committee for the ALA conference to be held in San Francisco, July 13-19, 1958, tells me that you have consented to serve on the Trustees Subcommittee. It gives me real pleasure to name you officially as a member of this group. From the reports of the meetings of the Local Arrangements Committee, I am confident that it is an honor and a privilege to be invited to work with this efficient team.

Sincerely yours,

Lucile M. Morsch

Lucile M. Morsch
President

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

P.S. In checking my ALA membership directory, Dr. Farber, I do not find your name. Although I am not authorized to appoint non-ALA members to committees, I am assuming that because my directory was compiled in December 1956 it is out of date in this matter. If not, I hope that you will want to join promptly.

February 28, 1958

Mrs. G. Work, Librarian
Public Library
224 Church Street
Santa Cruz, Calif.

Dear Mrs. Work:

Enclosed is a copy of a letter I have written to Mrs. Walker recommending Mrs. Mohr for the ALA Trustee Citation.

I hope she is awarded the Citation because she certainly has worked hard and long for library improvement and welfare and she deserves a little recognition for her efforts.

Very sincerely yours,

Lionel Farber, Chairman
Daly City Public Library Commission

Encl.
LF:as

February 28, 1958

Mrs. Estellene P. Walker, Director
South Carolina State Board
1001 Main Street
Columbia 1, South Carolina

Dear Mrs. Walker:

I am writing to you to recommend Mrs. J. Henry Mohr for the ALA Trustee Citation for 1958.

Mrs. Mohr has been a member of the San Francisco Public Library Commission for over fourteen years, many of them as Chairman. She has worked tirelessly for the betterment of the S.F. Public Library and for the improvement of library service throughout the State of California.

Mrs. Mohr was responsible for the founding of the Friends of the Library Group in San Francisco and also of the Young Friends Group. These organizations have helped to improve the S. F. Library system by the acquisition of valuable collections of books, prints, etc. and have enlarged the participation of citizens for the welfare of their libraries.

Mrs. Mohr came to Daly City and spoke before interested groups of citizens which led to the establishment of a Friends of the Daly City Public Library Group two years ago and she has materially assisted the group in its developmental stages.

Mrs. Mohr has participated in CLA and ALA activities, attending many national and midwinter meetings of the ALA and the regional section and annual meetings of the CLA.

Through her devotion to the cause of better library facilities, relations and service she has materially promoted the understanding of and interest in library activities by the general community.

I feel that Mrs. Mohr would be a worthy recipient of the ALA citation, which would also represent a small token of unasked for appreciation for her many years of devotion to the advancement of library service and welfare. I hope that she will receive careful consideration for this honor by the Jury on the Citation of Trustees.

Very sincerely yours,

Lionel Farber, Chairman
Daly City Public Library Commission

LF:as

City of Santa Cruz
CALIFORNIA

PUBLIC LIBRARY
CITY AND COUNTY
224 CHURCH STREET
GArden 3-6210

Feb. 24,1958

Dr. L. Farber,
159 Willshire Ave.
Daly City, Calif.

Dear Sir.

It will please you, to learn that the friends of Mrs.Lucile V. Mohr are recommending that she be nominated for the ALA Trustee Citation.

Mrs. Mohr has been a member of the San Francisco Public Library Commission for more than fourteen years. Her dedicated service to the advancement of Libraries, not only in S.F. but throughout the state of California as well, has resulted in improvement for many public libraries.

Mrs. Mohr founded the Friends of the Library in San Francisco. As a result the Library has been the recipient of valuable and distinguished collections of books, prints and other materials. She assisted many other libraries on central California in the establishments of "Freinds Groups". Thereby enlarging the participation of citizens in the improvement of their libraries.

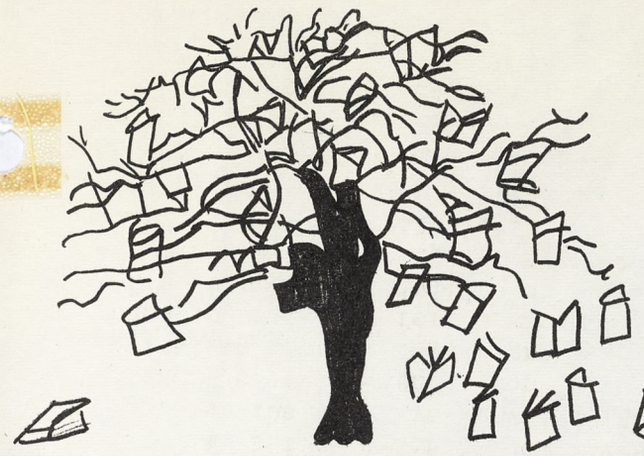
Also we know her as a warm friend of libraries, as well as Trusties. Through her understanding and interest she has promoted better library relations and service.

Because you have worked with Mrs. Mohr on some of these library projects, I know that you will agree with me that she is deserving of this honor.

May I ask that you write a letter, giving your specific reasons for this award to go to Mrs. Mohr, to the chairman of the Jury on the Citation of Trusties, Estellene P. Walker, Director,
So. Carolina State Board, 1001 Main St. Columbia 1, So. Carolina.
To be accepted this should be done before April first.

Mrs. Mohr is not aware of this effort on the part of her friends and we trust that we may keep it from her.

Sincerely,
Mrs. G. Work
Librarian



BOOKS AND BRANCHES
of the
SAN MATEO COUNTY FREE LIBRARY

N.S. Vol. 5 Redwood City May-June 1958 California No. 3

FUTURE DATES AND EVENTS OF INTEREST

July 10--12	Symposium: "The Climate of Book Selection", University of California, Berkeley.
July 10--12	Poetry Festival, Villa Hotel, San Mateo; sponsored by the Children's Service Division, ALA.
July 13--18	American Library Association Conference, San Francisco.
August 5	Book Selection Committee Meeting.
Sept. 1	Labor Day--Holiday.
Sept. 9	Admission Day--Holiday
Oct. 28--Nov. 1	CLA Conference, Long Beach
Nov. 2--8	Children's Book Week
Nov. 3	Election Day--Holiday
April 12--18, 1959	National Library Week

ANNUAL REPORTS

It is time again to compile statistics and take a look at our services to appraise what we have done this past year. In order to help us get a better picture of what each branch is doing, I would like each branch to send in a narrative report of your branch activities for the past year. This doesn't need to be a very formal kind of report, but we would like to have a summary of your branch activities as you see them. We would also like to have your comments and suggestions regarding improvement of library service to your community. We can't always follow through on suggestions immediately but you are in the best position to tell us what your community needs are and how successfully we are meeting them. Please send your reports in by July 31.

BI-WEEKLY PAYROLL

The County is changing from a monthly to a bi-weekly payroll effective July 1, 1958. Information regarding this was distributed at the Branch Meeting on June 26. We want to emphasize once more the importance of filling out your time sheets correctly and sending them in on the scheduled day.

CHANGE IN TELEPHONE EXTENSION

Effective June 30, 1958, the extension numbers for all County departments were changed. The County Library extension is now 451.

LIBRARY ASSISTANT CLASSIFICATION

We now have two levels of Library Assistant: I and II. Those employees who were formerly in the unclassified service are now classified as Library Assistant I; the classification of Library Assistant has been changed to Library Assistant II. An examination for Library Assistant I has been given and we are now in the process of filling these positions from the eligible list.

BUILDING PLANS

The plans for the Francisquito Branch in East Palo Alto are almost complete. We expect negotiations for financing the building to be completed in the near future and hope that construction will start this summer. Our building plans in Sharp Park have been slowed because of difficulties in locating another site for the library.

It seems almost too good to be true, but we are actually working on plans for the headquarters building, and we hope that plans for this building will move more swiftly now that we have reached this stage.

San Carlos has developed an active interest in participating in the County Library Building program. Miss Ross has attended several meetings with city officials regarding this. Mr. William Losh is the chairman of the newly appointed San Carlos Library Committee. The Committee's first objective is to locate a suitable site for a library building.

VISITORS

Mrs. Anita Burton, Head of Technical Processes, Monterey County Library, visited us on May 23 to observe our cataloging and processing activities.

Miss Jewel Hardkopf, Associate Administrative Analyst on the staff of the Public Library Survey Commission, visited our library on June 9 to study our technical processes department in connection with her work for the Public Library Commission.

Mrs. Lisbet Höök, Assistant Librarian of the Lidingö Stadsbibliotek in Sweden, spent the day with us on June 26. She attended the Branch Meeting in the morning and spent the afternoon observing procedures in the Branch Department and on the Bookmobile. We enjoyed the opportunity to learn something of library service in Sweden, and were especially interested in the fact that part of the service provided by Mrs. Höök's library is by "book boat", and that some of their book deliveries are made by helicopter.

Mrs. Caroline Coffinberry, former Assistant County Librarian, made a brief visit to headquarters on June 23. Mrs. Coffinberry is now living in Seattle.

SAN JOSE STATE COLLEGE - SCHOOL OF LIBRARIANSHIP SEMINARY

The Department of Librarianship will present a series of four one-day seminars on current school library topics featuring a nationally-known authority at each session. Seminary leaders will be Robert L. Gitler, Executive Secretary of the Library Extension Division, A.L.A.; Dr. Louis Shores, Dean of School Library Training and Services, Florida State University; Miss Ruth Ersted, State Advisor, School Libraries, State of Minnesota, St. Paul; and Miss Mary Eaking, Librarian Center for Children's Books, University of Chicago Library. Dates for the seminars will be July 11, July 21, July 22 and July 23.

Although these seminars will be part of the regular summer session, guests will be welcome to any or all four of the meetings, free of charge. Pre-registration is not necessary.

STORY HOURS

Atherton: Mrs. Russell is having a weekly story hour through the summer.

Belmont: May 7 and 26, stories by Mrs. Garthwaite. More are planned for August.

Francisquito: May 6, 13, 20 and 27. Mrs. Garthwaite was the story teller.

San Carlos: They have a volunteer story-teller. Sharon Means, member of the Future Teachers of America, will have a weekly story hour during the summer.

PRIZES

Pulitzer: Fiction--James Agee, "A death in the family".

History--Bray Hammond, "Banks and politics in America: from the Revolution to the Civil War".

Biography--Douglas Southall Freeman, "George Washington". (Mr. Freeman completed the first six volumes before his death, volume 7 was completed by John Alexander Carroll and Mary Wells Ashworth).

Drama--Ketti Frings, "Look Homeward, Angel".

Poetry--Robert Penn Warren, "Promises: Poems 1954-56".

Newbery: Harold Keith, "Rifles for Watie".

Caldecott: Robert McCloskey, "Time of wonder".

REQUEST OF THE MONTH (Doctors, please take note)

San Carlos reports that a borrower requested a book on those new "tantalizing" drugs.

MEETINGS ATTENDED

April 29--May 2	California State Library Workshop on Library Problems of Metropolitan Areas, Bakersfield. Miss Ross.
May 5	Mrs. Garthwaite--Talk to Dr. Iverson's class in Children's Literature, Stanford University.
May 8	Mrs. Brown, Chairman of Nominating Committee, Northern California Regional Group of Catalogers; Committee Meeting in Berkeley. Mrs. Brown also heard an address by Robert Frost on the Berkeley campus.
May 9	Miss Ross, Chairman, Committee to prepare budget for Public Library Executives of Central California; Committee meeting, Santa Clara Public Library.
May 10	Golden Gate District Meeting, California Library Association; San Francisco State College: Miss Ross, Miss Bent, Mrs. Brown Mrs. Garthwaite, Mrs. Goodart and Mrs. Gallagher attended.
May 12	Miss Ross attended San Carlos City Council meeting to discuss problems of library service in San Carlos.
May 12	Laureola PTA, San Carlos. Mrs. Covey talked about the summer reading club.
May 13	Highlands PTA, Millbrae, Miss Ross was one of the participants in a panel discussion on summer recreational programs for children in the Millbrae area.
May 15	Encinal PTA, Menlo Park: Mrs. Garthwaite participated in a panel discussion on children's books.
May 20	Community Council; Group work and recreation division; Subject--Area wide services of Community Council. Mrs. Mathison and Mrs. Mackin.
May 20	Miss Ross attended the organizational meeting of the San Carlos Library Committee.
May 22	Public Library Executives of Central California, San Mateo; Mr. Coolidge of the Richmond Library showed pictures of library buildings. Mrs. Adams, Mrs. Mathison and Mrs. White attended.
June 4	Community Council, annual meeting; Mrs. Mathison, Mrs. Mackin and Mrs. Garthwaite.
June 4	Book Review section of Belmont Woman's Club, annual luncheon, Mrs. Lanzara and Miss Ross.
June 4	Peninsula Librarians Association; San Mateo. Discussion of Standards, Miss Ross, Miss Bent, Mrs. Mackin, Mrs. Mathison, Mrs. Adams and Mrs. Lanzara.

Meetings attended (cont.)

June 6	Northern California Regional group of Catalogers; San Francisco State College. Discussion of reorganization of the group to include all Technical Processes activities. Mrs. Brown, Mrs. Clegg, Mrs. Jackson and Mrs. Hainline.
June 6	Peninsula Librarians' Association; meeting to check Library Journal's annual "Reference Checklist" for cooperative selection and purchasing. Miss Bent.
June 6	Regional Resources Coordinating Committee of CLA; at California Historical Society, San Francisco. Miss Ross.
June 12	Association of Children's Librarians of Northern California, Mrs. Garthwaite.
June 23	Community Council: Family and Child Welfare Division; Mrs. Garthwaite and Mrs. Lanzara.

BRANCH NEWS

Belmont: Mrs. Lanzara reports that the Branch Library and the School conducted a very successful cooperative project. Mrs. Lanzara compiled a vacation reading list and Mrs. Strauss, Director of the Curriculum Laboratory, had copies run off for distribution to the school children.

Bookmobile: The Bookmobile is now on summer schedule. Branches should have received copies of the new schedule, and we suggest that you post it.

Children from the Bayshore Elementary School sent "thank you" letters to the Bookmobile staff in appreciation of their service this past year. Many of the letters were illustrated, and we saw some new and fanciful interpretations of bookmobiles.

Menlo Park: John Geoghehan of KQED was the speaker at the June 19 meeting of the Menlo Park Friends of the Library. His subject was "Publishing in America and Reading Habits of the American Public".

Menlo Park has a display of lovely watercolors of California landmarks by Rachel Bentley, and they also have a very interesting shell collection on display.

San Carlos: The oil painting class of Richard I Bowman, teacher at Sequoia Adult evening school, has had a display of oils at San Carlos.

STAFF NEWS

Atherton: MRS. KAYE RUSSELL was appointed on May 1 to replace Mrs. Lennon.

Menlo Park: MRS. IRENE LENNON was appointed as Library Assistant II (p.t.) on May 1. Mrs. Lennon's second granddaughter, Judy, arrived in June.

MRS. IRMA MOSELEY appointed Library Assistant II, (p.t.) July 1.

MRS. DOROTHY MIX expects to return to work July 1, we will all be happy to have her back with us again.

STANTON PRICE appointed Library Page, June 16.

Pescadero: JUDY CABUAG replaced Dorothy Brown as Library Page.

San Carlos: ADELAID POWEY appointed as Library Page, replacing Sue Young.

ELLEN COVEY has just returned from two weeks in Hawaii. Ellen reports that she was particularly impressed by the Hilo Library.

Headquarters: LAVONNE GADOW, Library Page, is on leave until August 1. LaVonne was married to Willis R. Richardson June 29.

PHYLLIS PELLAND is substituting for LaVonne.

Two former Library Pages, LORAINE WALLACE and SALLY RODEN are working as Extra Help at Headquarters this summer. It is nice to have them back on the staff.

Although the School Department is no longer a part of the County Library, we still have a close relationship, and we thought you would be interested in a change of staff there. MRS. BETTY JAMES resigned at the end of June, and MRS. BERYL ERICKSON has been appointed to the position of School Librarian.

Virginia L. Rose

STATISTICAL REPORT

April -- May, 1958

Branch	Circulation April 1957	Circulation April 1958	Circulation May 1957	Circulation May 1958
Atherton	530	434	547	334
Bayshore	377	364	493	415
Belmont	6,335	7,675	6,372	7,506
Bookmobile	6,438	7,182	8,104	7,438
Brisbane	1,704	1,514	1,649	1,785
Colma	759	736	722	765
Daly City	1,218	1,110	1,038	1,003
El Granada	359	583	401	553
Francisquito	3,568	4,132	3,548	3,960
Half Moon Bay	704	788	618	604
La Honda	159	156	157	190
Main	3,248	2,949	3,341	2,735
Menlo Park	11,802	15,191	11,029	13,837
Millbrae	4,487	5,027	4,192	4,925
Montara	174	154	150	136
Pescadero	630	1,096	713	1,110
San Carlos	10,292	10,489	10,123	10,347
S.M.Co.Sanitorium	245	144	276	137
Sharp Park	3,287	3,931	3,413	3,609
Westlake	3,615	4,051	3,619	3,996
Woodside	1,366	1,054	1,566	1,374
	61,297	68,760	62,071	66,759

Book Shipments - April and May 1958

	April	May
Books sent to branches	3,304	3,647
Books returned from branches	2,981	2,956

Books Processed - April and May 1958

		Titles	Copies
Non-fiction		397	1,357
Fiction		155	880
Juvenile		92	449
	Sub-Total	644	2,686
Daly City		209	323
Menlo Park		82	94
	TOTAL	935	3,103
Pamphlets			561

Special Requests Received at Headquarters - April and May, 1958

Author-Title	1,320
Subject	138
	1,458

GOLDEN ANNIVERSARY
BURLINGAME
1908 JUNE 6 1958

REDWOOD CITY CALIF. JUL-7'58 U.S.POSTAGE 02 : P.B. METER 171597

Dr. Lionel Farber
159 Wilshire Ave
Daly City, Calif.

AMERICAN ASSOCIATION OF LIBRARY TRUSTEES
at
ALA Conference, San Francisco, California
July 12-18, 1958

Bellevue Hotel
505 Geary Street

San Francisco
California

Saturday, July 12

2:00 p.m.	Nominating Committee Noel R. Beddow, Chairman	AALT Hospitality Suite (Room 621, Bellevue Hotel)
3:00-5:00 p.m.	Registration	Lobby
4:00 p.m.	Executive Board, AALT Mrs. Merlin M. Moore, President, AALT	AALT Hospitality Suite
4:00-6:00 p.m.	Briefing Session for Workshop Leaders Miss Ruth Warncke, ALA Headquarters	Jade Room

Sunday, July 13

8:30-10:30 a.m.	Registration	Lobby
9:30 a.m.	Trustees Workshop Mrs. Benjamin Saks, Chairman	Crystal Room ($8.00 including luncheon)
(Morning session)	THEME: U.S. Focus on Education--A Challenge to Libraries	
9:45 a.m.	The Role of the Library in a Changing Society Dr. Glenn S. Dumke, President, San Francisco State College	
10:45 a.m.	Discussion Groups: These Are Our Problems Leader - Miss Esther Mae Henke, Oklahoma State Library, Oklahoma City	
12:30 noon	Luncheon Presiding - Percy C. Heckendorf, President, Trustees Section, California Library Association	Mirror Room ($3.00)
2:00 p.m.	Trustees Workshop James C. Howe, Co-Chairman	Crystal Room
(Afternoon session)	Symposium: The Tools of Our Trade Membership Associations - Mrs. Merlin M. Moore, President, AALT The Printed Word - Mrs. Bertha Hellum, Contra Costa County Library, Martinez, California The State Library Agency - Miss Rose Vainstein, Public Library Specialist, Library Services Branch, U. S. Office of Education Library Films - Miss Phyllis Maggeroli, Film Notes Editor, The Booklist and Subscription Books Bulletin	

All trustees are urged to visit the AALT Hospitality Suite immediately upon arrival.

Sunday, July 13

(Afternoon session) 3:00 p.m.	Trustees Workshop (continued) Mrs. Benjamin Saks, Chairman Panel: Working Together Mrs. R. F. Herrig, Libraries Chairman, General Federation of Women's Clubs Mrs. Aaron E. Margulis, Reading and Library Service Chairman, National Congress of Parents and Teachers Mrs. Glenn Balch, American Association of University Women Cecil Edmonds, 1956-57 National Chairman, Operation Library, U.S. Junior Chamber of Commerce Ruth Warncke, Director, Library-Community Project, Discussion Leader	Crystal Room
6:00-7:00 p.m.	Trustee Hospitality Hour (Trustees secure invitations from Mrs. J. Henry Mohr, Chairman, Local Arrangements Committee, in AALT Hospitality Suite)	Elks Club of San Francisco 456 Post Street
7:00 p.m.	Trustees Annual Banquet Presiding - Mrs. Merlin M. Moore, President, AALT Invocation - Reverend William J. Monihan, S. J., Librarian, University of San Francisco The Library Trustee and ALA-Emerson Greenaway, First Vice-President and President-elect, ALA International Relations: "India in Miniature" - Miss Gloria Coffey, New Delhi, India "Greetings from Iran" - Miss Floria Mansour, Tehran, Iran Announcement of Trustee Awards - Mrs. Lura Gibbons Currier, First Vice President and President-elect, Public Library Association, ALA Libraries Are In Fashion - Edward S. Marcus, Executive Vice President, Neiman-Marcus, Dallas, Texas	Elks Club ($5.00)

Monday, July 14

10:00 a.m.	National Assembly of Library Trustees (Open Meeting -- both librarians and trustees are welcome)	Crystal Room
(Morning session)	Call to Order - Alan N. Schneider, Chairman Invocation - Reverend F. D. Haynes, Pastor, Third Baptist Church, San Francisco Greetings from City and County of San Francisco - A. J. Zirpoli, Supervisor of City and County of San Francisco Opening Address - Mrs. Merlin M. Moore, President, AALT Report of Credentials Committee - Mrs. Samuel Berg, Secretary, AALT Progress Report on "Operation Library" - Cecil Edmonds, West Memphis, Arkansas Progress Report and Future Prospects of the Library Services Act - Mrs. Edna Olson, Experiment, Georgia Federal Laws and Regulations Relating to Tax Matters in Connection with Libraries - Judge Story Birdseye, Seattle, Washington	

Trustees are urged to register for ALA meetings and attend as many as possible. See last page of this program for suggested list.

Monday, July 14

12:30 noon	National Assembly of Library Trustees Luncheon Toastmaster - Mrs. Merlin M. Moore, President, AALT The Responsibility of the Library to the Adult Intellectual and the Exceptional Child - Jack E. Brown, Superintendent of Public Schools, Lancaster, Ohio	Mirror Room ($3.00)
2:00 p.m. (Afternoon session)	National Assembly of Library Trustees Call to Order - Alan N. Schneider, Chairman Report on Education of Trustees - Dr. Frank B. Sessa, Miami, Florida Needs of Big City Libraries and Methods of Meeting These Needs - Mrs. Allegra Saunders, Denver, Colorado Promotion of Greater Public Interest in Libraries - Mrs. Jane Butler Gordon, Geneva, Illinois Methods of Increasing Membership in Trustee Organizations - George W. Coen, Lancaster, Ohio Resolutions - Harold J. Baily, New York, New York	Crystal Room

Tuesday, July 15

10:00 a.m.	Membership Business Meeting, AALT Presiding - Mrs. Merlin M. Moore, President AALT Reports of Officers Presentation, National Library Week, 1959 - John S. Robling, National Book Committee Reports of Committees: Action Committee - Carl H. Read, Chairman By-Laws Committee - Frank T. Milligan, Chairman Commemorative Stamp - James W. Fear, Chairman Membership Committee - George W. Coen, Chairman Nominating Committee - Noel P. Beddow, Chairman Publications Committee - Mrs. Richard B. Rutledge, Chairman Workshop Committee - Mrs. Benjamin Saks, Chairman Report and Recommendations of National Assembly of Library Trustees - Alan N. Schneider, Chairman Resolutions - Harold J. Baily, Chairman Old Business New Business Recommendations from the Board Introduction of New Officers Adjournment	Mirror Room
12:30 noon	Friends of the Library Luncheon Speaker: Henry J. Kaiser, Jr.	Colonial Room, St. Francis Hotel
4:30-6:00 p.m.	Action Committee Carl H. Read, Chairman	Esquire Room
4:30-6:00 p.m.	Membership Committee George W. Coen, Chairman	Princess Room
4:30-6:00 p.m.	AALT Board Meeting Mrs. Merlin M. Moore, President, AALT	Directors' Room

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All trustee meetings are in the Bellevue Hotel unless otherwise indicated. (e.g., annual banquet at Elks Club; Friends of the Library luncheon at the St. Francis Hotel.)

OTHER EVENTS OF SPECIAL INTEREST TO TRUSTEES

Monday, July 14th 8:30 p.m.	ALA General Session - President Lucile M. Morsch presiding. Speaker: Luther Evans, Director General, UNESCO. Presentation of Trustee Citations.
Tuesday, July 15th 2:00-4:00 p.m.	Public Library Association Membership Meeting: "A Current Look at the Public Library Standards" "Putting the Standards to Work," - Panel discussion "What the Standards Have Contributed: An Assessment" - Dr. Lowell Martin, Dean, Graduate School of Library Service, Rutgers University
7:30 p.m.	Newbery-Caldecott Awards Dinner (The most colorful event at the ALA Conference)
Wednesday, July 16th 8:30 a.m.	Library Administration Division, Architecture Committee for Public Libraries. Preliminary Building Plans of Small Libraries.
10:00-12:00 a.m.	Adult Services Division, Library Service to Labor Groups. "Right to Work Laws, What Librarians Need to Know" Library Administration Division, "What is Good Library Administration?" - Panel discussion
12:15 noon	Adult Services Disivion: "Adult Education's Role in International Understanding"
2:00-4:00 p.m.	ALA Council
8:30 p.m.	ALA General Session: "Libraries in Education"
Thursday, July 17th 10:00-12:00 a.m.	ALA Membership Meeting
2:00-4:00 p.m.	Library Administration Division: "How the Person-to-Person Recruiting Program Operates" Adult Services and Young Adult Services Divisions: "West Meets East" - Cynthia Bowles
4:30-6:00 p.m.	Library Administration Division: Preliminary Building Plans of Two Medium-sized Public Libraries Library Administration Division: "Efficient Utilization of Library Personnel"
9:00 p.m.	ALA General Session, Emerson Greenaway, President-elect, presiding. Presentation of ALA Liberty and Justice Awards; address by Quincy Howe, News Analyst and Historian
Friday, July 18th 10:00-12:00 a.m.	Library Administration Division: "The Library Services Act and other Pending Federal Legislation Affecting Libraries"
4:30-6:00 p.m.	Library Administration Division, Preliminary Building Plans of Two Large Libraries
8:30 p.m.	ALA General Session. Inauguration of Emerson Greenaway as President and President Greenaway's Inaugural Address

Printed through the courtesy of New Method Book Bindery, Inc., Jacksonville, Illinois, and Hertzberg New Method, Inc., Jacksonville, Illinois

OKLAHOMA STATE LIBRARY *Oklahoma City 5, Oklahoma* RALPH HUDSON *State Librarian*

LIBRARY EXTENSION DIVISION

April 29, 1958

Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Mr. Farber:

As you know the American Association of Library Trustees, a section of the American Library Association is sponsoring a workshop on Sunday, July 13, 1958, in San Francisco. This workshop is scheduled on the opening day of the 77th Annual Conference of the American Library Association. Trustees from all parts of the United States and Canada are expected to attend.

No doubt you are planning to attend this Trustees Workshop. Can we count on you to do a special job for us? I am working on the second session program. The theme of this session is "These Are Our Problems." It will be at this time that trustees will have an opportunity to analyze their responsibilities and to identify the problems they face in carrying out their responsibilities through discussion. To make the discussion more meaningful, we need well informed trustees to record the problems brought up in the discussion groups. We would like you to be one of these recorders.

Briefing materials will be sent to all recorders so you will have complete information concerning your part on the program. There will also be an important briefing meeting in San Francisco, Saturday, July 12, from 7:30-9:30 p.m. with Ruth Warncke as Briefing Director.

Please let me know as soon as possible that you will be a recorder. We are counting on you to help make this workshop a success.

Sincerely,

Esther Mae Henke

Esther Mae Henke
Extension Librarian

EMH:fg

OKLAHOMA STATE LIBRARY Oklahoma City 5, Oklahoma RALPH HUDSON State Librarian

LIBRARY EXTENSION DIVISION

May 23, 1958

Lionel Farber
Trustee, Public Library
Daly City, California

Dear Mr. Farber:

As you know the American Association of Library Trustees, a section of the American Library Association is sponsoring a workshop on Sunday, July 13, 1958, in San Francisco. This workshop is scheduled on the opening day of the 77th Annual Conference of the American Library Association. Trustees from all parts of the United States and Canada are expected to attend.

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Please let me know as soon as possible that you will be a recorder. We are counting on you to help make this workshop a success.

Sincerely,

Esther Mae Henke

Esther Mae Henke
Extension Librarian

EMH:fg

June 4, 1958

Mrs. Esther Mae Henke
Extension Librarian
Oklahoma State Library
Oklahoma City 5, Oklahoma

Dear Mrs. Henke:

I am sorry that I have not answered your letters sooner. I have been out of the city recently and have been very busy prior to my departure.

I am willing to do my part in making the Trustees Workshop a success, and shall do my best to record the session adequately. I believe some other of our Daly City trustees will also serve as recorders.

Very sincerely yours,

Lionel Farber

LF:as

OKLAHOMA STATE LIBRARY *Oklahoma City 5, Oklahoma* RALPH HUDSON *State Librarian*

LIBRARY EXTENSION DIVISION

July 30, 1958

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, Oklahoma

Dear Dr. Farber:

The San Francisco American Library Association Conference will be memorable for many things, not the least of which will be the workshop! We wish to thank you for your splendid cooperation, your interest, ideas and hard work which contributed greatly to the success of the workshop.

It was pleasant to have worked with you and we trust the knowledge gained working with other library trustees will help you serve your library and community better.

Again, many thanks.

Sincerely,

Esther Mae Henke

Esther Mae Henke
Extension Librarian

EMH:jt

COPIED FROM University Bulletin Vol. 6-29 3/3/58

Next to books, the most important thing in a library is a librarian who is"a reader of books and a servant of those in need of help", states Lawrence Clark Powell, Librarian at Los Angeles.

"If a prospective reader," he says, "is unknowing and in need of help, and the librarians are unreading, unwilling, gadgety, and ambitious only for self-advancement through the fringes of benefit to the throne of administration, then pity the poor reader--he is better off at the paperback counter in a drugstore or supermarket".

He blames leadership among librarians in recent years for producing a breed of librarians who are "remote from books", who follow "the false gods of housekeeping, into the deserts of jargon."

Acknowledging the need for good library "housekeeping," work simplification, and the use of modern devices to relieve drudgery, all of which can be taught in library schools and on the job, he maintains that there is no substitute for reading and helpfulness.

On January 1, 1957, the $100 pensions became effective. By February 1, the stabilization fund had reached about $3.5 million. (If it should pass $10 million a year, the surplus would go into the state's general fund.) Transfers have been made from the stabilization fund to the medical care fund.

The hospitalization program uses Blue Cross and Blue Shield as agents. Pensioners do not become subscribers to either Blue Cross or Blue Shield, but receive cards entitling them to enter any of 82 participating hospitals. Blue Cross negotiates with the hospitals individual contracts under which charges for semi-private rooms range from $14 to $25 a day. When a pensioner leaves the hospital, the Blue Cross bills the state department for the room and for drugs and most supplies and adds $2 as a service charge.

As the health and medical care fund mounts, the Welfare Board expects to institute a program of free medical care for pensioners in their homes or at physicians' offices, and possibly dental care.
(New York Times, February 28, 1958: 50)

CRIMINAL JUSTICE

How has Iowa dealt with the offenders brought before its various criminal courts during the last two decades? In consideration of this question, Walter Lunden has described the organization of the district courts in the state as it has been modified to meet changing social conditions during a century and a quarter, and has investigated how the courts in each of the twenty-one judicial districts have adjudicated the cases for the years 1935 through 1954.
(Iowa State College. Department of Economics and Sociology, The Courts and Criminal Justice in Iowa; by Walter A. Lunden. 133p (process) Ames, 1957)

RELEASE FROM JAIL PLAN

Minnesota's 1957 Legislature approved an act (715) which provides that offenders sentenced for one year or less may be permitted to continue out-of-jail employment while serving a sentence. Unless the court otherwise directs, each prisoner shall be confined in jail during such time as he is not employed, or, if employed, between the times of employment.

Earnings of the prisoner shall be collected by the sheriff, probation department, welfare board or person or agency designated by the court. From such earnings the cost of the prisoner's maintenance, inside and outside the jail, and the support of dependents shall be paid. Any balance shall be paid over on his discharge.

Similar to Wisconsin's "Huber" Act, the Minnesota law provides the court with a "middle way" between confinement and probation. By permitting employment while serving a sentence, it provides constructive employment, prevents loss of job, provides income for the prisoner and his dependents, reduces the cost of jail imprisonment to the taxpayer, and eliminates the destructive idleness often a part of a jail sentence.
(Minnesota. Legislature. Legislative Interim Commission on Juvenile Delinquency, Adult Crime and Corrections, Minnesota's Work Release Plan for Jailed Offenders. 19p St.Paul, September 1957)

INDUSTRIAL DEVELOPMENT

To encourage the establishment of new industries and the enlargement of existing industries, the New Jersey Commission studying state laws on industrial development has recommended, among other things--
1. Real property should be assessed uniformly at the same standard of value throughout the state with no distinction among the types of property (industrial, commercial, residential) and no differences among the municipalities.
2. Tangible personal property should be locally assessed at no greater than 50% of fair value and the tax on tangible personal property (including household goods) should be abolished in the near future.

3. A retail sales and use tax should be enacted.
4. The benefit formula and the maximum weekly benefit under the state's unemployment compensation program should notbe further liberalized.
5. Permanent disability should be defined by statute and a legal presumption should be established that no permanent disability exists if an employee continues at work for 26 weeks without loss of more than 7 days' wages.
6. Members of the Legislature should exhibit a greater degree of discretion and selectivity with respect to the number and kinds of measures introduced.
(New Jersey. Commission to Study Laws Affecting Industrial Development, Report, June 1957. 88p Trenton, 1957)

RACIAL IMBALANCE IN SCHOOLS

New Rochelle's Board of Education proposed the rebuilding of the Lincoln Elementary School (whose enrollment is 92% Negro) with a new K-6 (kindergarten through 6th grade) plant on the present site at a cost of some $1.3 million. The proposal was one of seven totaling $13.8 million presented to the voters on May 14, 1957. Criticism and defeat of the proposal prompted the Board to authorize a study of racial imbalance at the school and racial integration in the school system.

Among the recommendations of the study are the following--
1. The Board of Education should, by resolution, commit the school system to a positive attack on the racial and socio-economic concentrations of student population.
2. Reassess present zoning lines for elementary schools. "The Board must reserve the right to orchestrate the community's school facilities in the interest of all children."
3. Preserve the excellent racial balance now achieved in the planning of expansion of secondary education plant.
4. Consider use of neighborhood primary schools (K-2, K-3, K-4) in its plans for physical expansion to achieve economy and encourage flexibility and experimentation in program.
(New York University. Center for Human Relations and Community Studies, Racial Imbalance in Public Education in New Rochelle, New York. 54p (mim) New York, December 1957)

NEW ROCHELLE POLICE SURVEY

New Rochelle's Bureau of Police is unduly burdened with non-police functions--traffic engineering activities should be transferred to a traffic engineer; the dog census should be conducted by the Humane Society; a patrolman should not twice weekly patrol the city with a building inspector to discover violations and to cite violators; installation and maintenance of roadway markings, signs and parking meters should be transferred to the Department of Public Works; and collection of parking meter monies should be the responsibility of the City Treasurer.

The Bureau of Police is "in substantial need of corrective measures in all phases of its operation from administration to the work of the policemen on the street." A blueprint (99 recommendations) for the improvement of its service was prepared by George D. Eastman.
(New Rochelle, N.Y. City Manager, The Bureau of Police of the City of New Rochelle, New York; a Study and Report; by George D. Eastman, Consultant. 117p (mim) New Rochelle, November 15, 1957)

LIBRARY SERVICE

"Only as libraries are banded together, the smaller drawing on the larger, can the State's people hope for the benefits which can accrue from adequate, convenient, economical access to sources of information." The establishment of not more than 25 library systems in New York State was recommended by the Commissioner of Education's Committee on Public Library Service.

The library systems would service areas of varying geographic size and population

density. In general, each system should serve at least 200,000 persons or an area of 4,000 square miles, and in most cases follow county lines. Each system should include a central collection of books, selected and maintained to meet community needs. There should probably be at least 100,000 volumes in each central collection. Each library system should aim to possess 1.6 books for every child under 15 and 1 book per person for other residents. It should purchase annually about one book for each five persons served, including about 5,000 new titles.

Systems of libraries, whether established or proposed, should submit plans of library service to the Commissioner of Education for approval. These plans must meet established standards and should include procedures to improve service to the public and to libraries in the system; development of service to unserved areas; and representation of libraries in a system in dealings with county and state agencies in budgetary and other matters. These plans may be given full or provisional approval or may be rejected.

A state aid formula for annual grants to library systems given full or provisional approval was recommended by the Committee in lieu of that provided under the Education Law (sec.273, para.5a).
(New York State. Commissioner of Education. Committee on Public Library Service, Summary Report. In Bookmark (New York State Library), December 1957: 1-10)

YOUTH COURT ACT

The effective date of New York State's Youth Court Act (Laws of 1956, c.838) was extended until April 1, 1959, according to a bill approved by the Governor, February 28. (This second postponement is considered equivalent to repeal.)

The Act requires counties to set up special sections in county courts with jurisdiction over criminal cases involving persons under 21 years of age. Objections to the Act have been raised by some county officials who would be responsible for probation services and extra assistant district attorneys. Newspaper objections are based on the ground that the courts would have power to withhold crime news.

MOTOR BOAT RULES

Navigable waters of New York State should be defined by law to include waters in the New York metropolitan area, according to the State Council of Parks.

Other recommendations of the Council are--

1. No person under 15 years of age be allowed to operate a motor boat, inboard or outboard.
2. Establish a 12-mile speed limit for motor boats in congested waterways, or less in prescribed zones.
3. Boat operators to be licensed and boats to be registered by a marine division of the Bureau of Motor Vehicles.

(New York State. State Council of Parks, News Release, December 12, 1957)

BINGO COMMISSION

New York State's Lottery Control Commission was created to supervise the legalized bingo made possible by a constitutional amendment approved by the voters last November. The Commission's nine members take office March 1, 1958, under the chairmanship of Richards W. Hannah.

Each community must approve bingo games within its limits by a referendum before any can be held. Only bona fide religious, charitable and nonprofit organizations of veterans, firemen and similar groups can conduct bingo and all organizations must obtain a license to conduct games.

ASSISTANCE TO AGED AND DISABLED

In North Carolina, the old age assistance case load is stable--the number of payments newly authorized each month, like the number of cases closed, amounts to about 1% of the total number of recipi-

ents. About 2/3 of the case closings each month are occasioned by the death of the recipients.

"The old age assistance case load is largely made up of persons with little or no hope of ever receiving an increase in income from other sources"--over 3/5 of the recipients are women; the average age is 75; a high proportion are physically disabled and unable to engage in any gainful occupation; and most recipients have been receiving public assistance for a long time.

The aid to the permanently and totally disabled program went into effect in North Carolina in early 1951. Until August 1957, there was steady growth in the caseload. Since August, the increase has been at a lower level. "There are undoubtedly several reasons for the continued growth in the number of disabled persons requiring aid. Perhaps the most important reason is the continuing growth of the population of the state--especially of older persons who are more susceptible to the chronic diseases."
(North Carolina Public Welfare Statistics 21: 5-8, October 1957)

LOCAL GOVERNMENT

Among the Acts of the 1957 Pennsylvania General Assembly affecting local government are the following--

Act 75: Counties which originally convicted prisoners in state penal or correctional institutions are responsible for the maintenance expenses of such prisoners who are convicted or plead guilty and are further sentenced for an offense committed while in confinement.

Act 166: A traffic court of Philadelphia is established, with jurisdiction in all prosecutions for summary offenses arising under the Vehicle Code or any ordinance of the city enacted pursuant thereto and committed within the limits of the city. Magistrates are to serve in the court for one month non-successive terms, without additional compensation.

Act 213: Governing bodies of political subdivisions and quasi-governmental authorities and commissions are required to publicize and allow public attendance at meetings where final action is taken in fiscal matters or where official actions are taken or decided which affect "personal or property rights, privileges, immunities, duties or obligations of any person or group."

Act 411: Interception of telephone conversations, installation of recording devices for wire tapping, and revealing the contents or purport of an intercepted communication are made illegal as evidence in judicial, administrative, legislative or other proceedings and are subject to criminal penalties and civil damages.
(Pennsylvania. Bureau of Municipal Affairs, Acts of the 1957 Pennsylvania General Assembly Affecting Local Governments; compiled by Alan W. Maloney. 78p (process) Harrisburg, [1957])

ELECTION LAW

"There are many desirable features in the Rhode Island election law which should be strengthened and preserved." To improve the law, the Election Laws Study Commission has recommended--

1. Permit absentee and shut-in voters to vote on or before election day.
2. Abolish the house-to-house census of voters.
3. Clarify residence requirements for voting.
4. Use permanent registration cards in the place of specially compiled voting lists.
5. Provide a one-day, one-place primary election for both political parties.
6. Establish a system of signature identification of voters.

(Rhode Island. Election Laws Study Commission, Report. 4lp Providence, November 15, 1957; Minority Report, December 13, 1957. 21p 1957)

WEDNESDAY, FEBRUARY 2, 1955

LIBRARY GROUP SEEKS MEETING ON W'LAKE SITE

Daly City's library commission, in a letter to the city council, has called for a special joint meeting to determine exactly what steps have been taken to secure a library site in Westlake.

Reading of City Administrator Dan Andersen's meeting last week with a Doelger representative to discuss a possible site, Commission Chairman Wayne Carr said he was "in the dark" about the whole thing.

"This makes the commission very happy, however," Carr said, adding that, "We didn't expect such immediate action." Carr pointed out that a Westlake branch was part of the commission's long-range program revealed to the council several months ago.

"I told Andersen last year that we would like to acquire a Westlake site but this came a little faster than we figured," Carr continued.

Andersen said at Monday night's council meeting that he and Kendree were still working on a possible Westlake library site, but had come to no definite conclusion.

Councilmen agreed to establish next Monday night as time for a session with the library commission.

Wednesday, February 9, 1955

Westlake Library

Plans for a branch library in the Westlake district of Daly City began to take shape today after much delay.

The city library commission is being asked to approve a site at Fairway-dr and Park Plaza-dr. Then the Doelger Corp. will draft plans for the building and a lease-purchase agreement with the city.

San Mateo County will be asked to staff and help equip the library, for which the Westlake P.-T. A. has raised $4000 for books.

It is estimated that cost of the building will be around $50,000.

...turning officer.

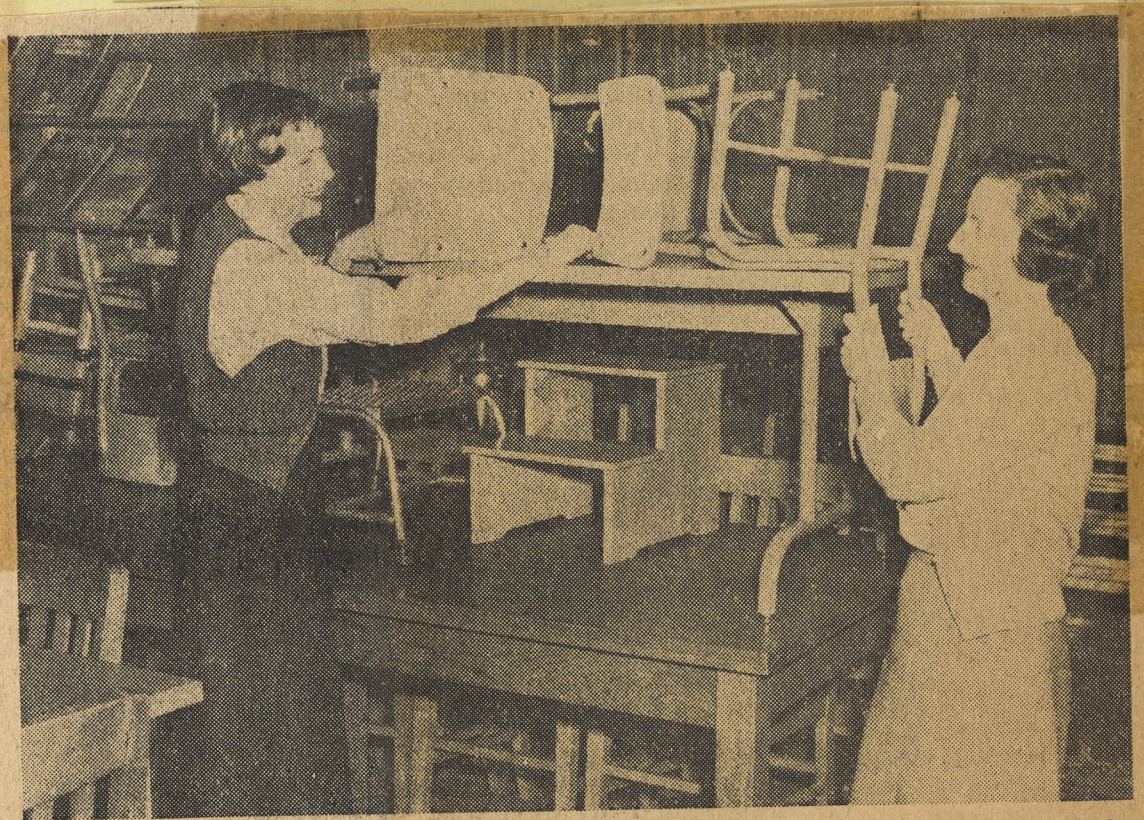
Westlake Library Deed Acceptance On Monday Agenda

Accepting of deed for the $20,000 Westlake library branch site on Southgate avenue was held up by the council last week over a technicality involving an old utility easement which crosses the property.

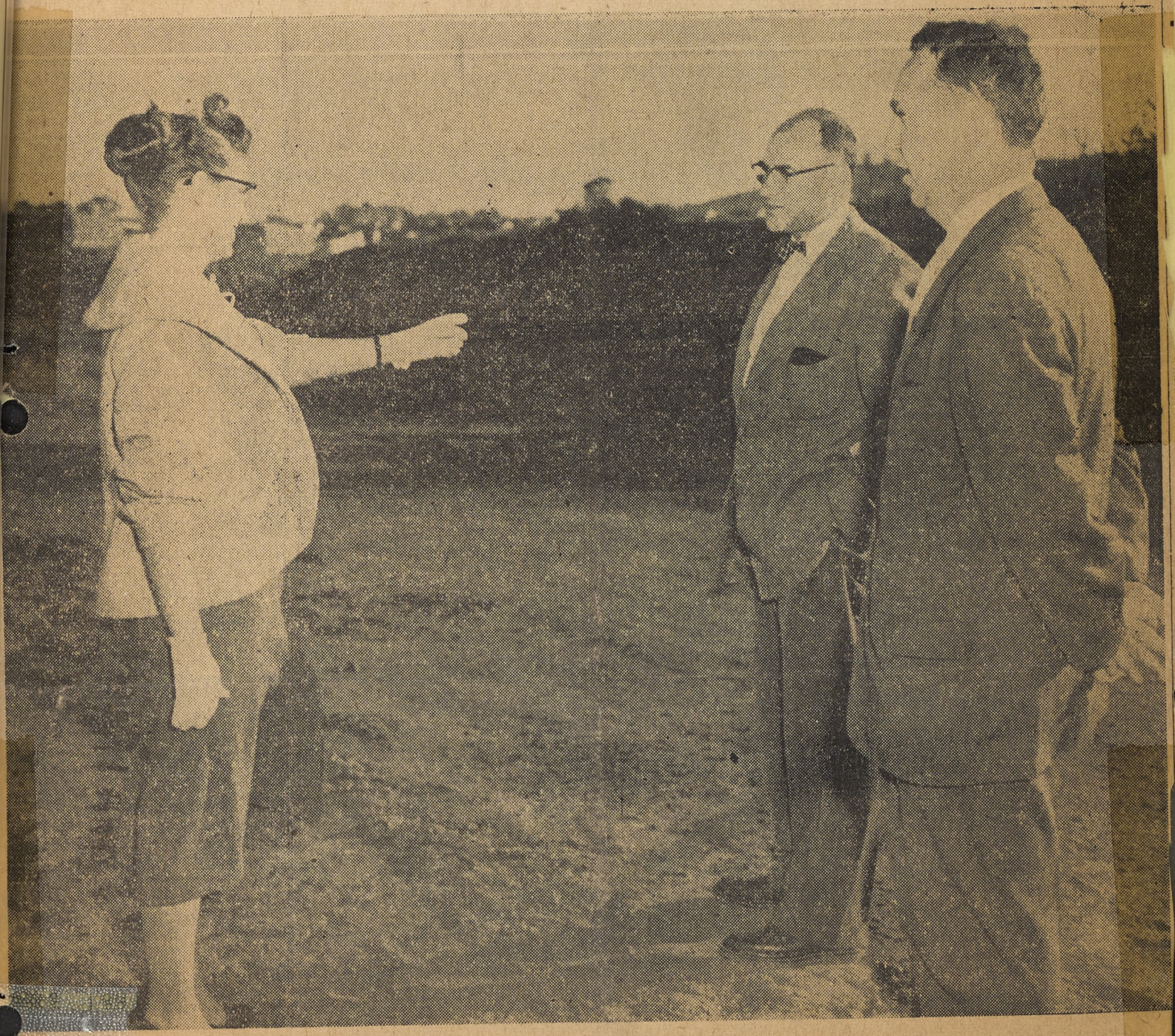
City Attorney Frank Blum said he did not think there were any pipes on the property and that the easement could be vacated after a routine legal clearance.

The site, to be purchased from Henry Doelger, will probably be accepted at the council's Monday session.

AN MATEO COUNTY, CALIF., THURSDAY, NOVEMBER 22, 1956



CLOSED THIS week for a $743 renovation job is Daly City's Public Library at 6351 Mission street. Getting ready for the project are Patricia J. Clark, city librarian, and Mary M. Smith, acting children's librarian. The interior will be painted and linoleum laid in the children's room. Steel shelving also will be installed on wall book cases. Books due this week may be returned next Monday without fine. THE RECORD photo



PEAK optimism was expressed by these three members of the city library commission this week as they examined the site of the $80,000 Westlake branch on Southgate avenue near the Ocean Shore railway "hump." Giving the one-third acre site the once-over (left to right) are Mrs. Grace Woods, Dr. Lionel Farber and Francis Pacelli. Commissioners last week approved purchase of the property from Henry Doelger Builder Inc. at a cost of $20,000. Their action is subject to appraisal of site, which consists of 17,000 square feet, 175 feet of which is frontage on Southgate. Construction of the "much needed" brnach will begin sometime next year, according to City Manager Howard Stites.

THE RECORD photo

DC Council Passes Library Contract

City councilmen reluctantly approved contract with the county free library Wednesday, after noting that the city pays $26,400 in taxes for receiving only $15,934 in services.

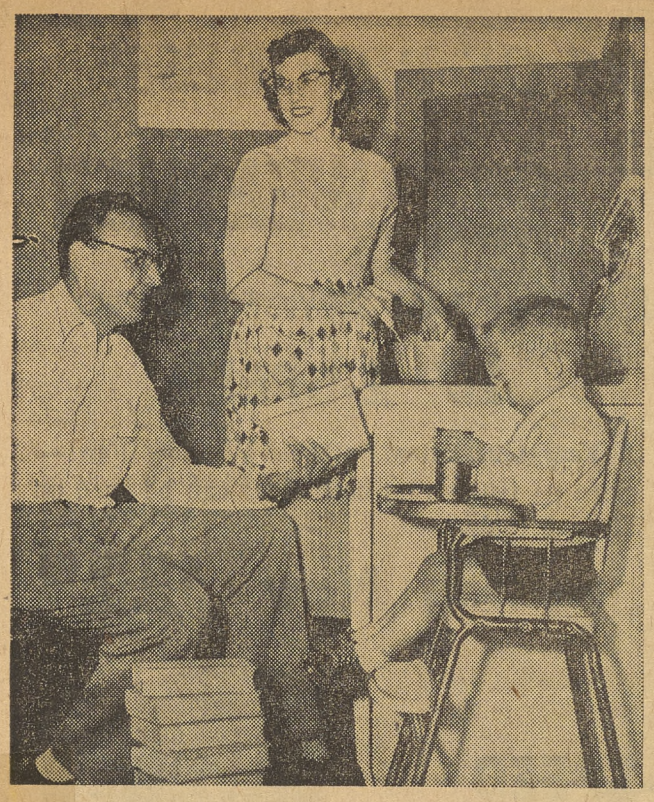
The inequity results from the fact that Daly City must supply Broadmoor library users with approximately $9536 worth of service, which the county considers as funds allocated to Daly City, according to City Manager Howard Stites.

Daly City residents pay an eight cent per $100 tax for facilities supplied by the county library department. This rate raises $26,400 annually here.

Councilmen will hold a special session in November to consider abandoning the county library service for the 1958-5 fiscal year.

Building Brings Book Business

MENLO PARK—Citizens like the new library building, opened in July, and are taking out 25 per cent more books than previously. The rush has required new book handling procedures to accommodate the patronage.



In addition to being librarian of the Worth Public Library—which is just downstairs of her kitchen—Mrs. Dolores Goodline keeps house, tutors and gives piano lessons. Her husband, Donald, assists her with the library and in caring for their 2-year-old son, Donald Dennis Jr.

Mrs. Dolores Goodline is librarian of the Worth Public Library, which is in the basement of her home. Above: She replaces one of the 4,000 books the library possesses. Mrs. Goodline and her husband, Donald, started the library themselves with their own 2,000 volumes.

New Chapter Opens in Worth Public Library---4,000 Books in Basement

Couple Gives Time, Volumes to Project

Help Needed Now as Children Are Low on Reading Material

BY RALPH GRAY

WHEN Donald and Dolores Goodline want to settle down with a good book, they have their pick of 4,000.

All they have to do is go down into the basement of their home at 7008 W. 114th st. where the Worth Public Library is quartered.

But the young couple does not have much time for browsing.

They have to read every volume that comes in.

Mrs. Goodline is the librarian and her husband, an auditor, the assistant.

Neither is paid, and they are virtually the sole support of the library.

* * *

THE GOODLINES started the library a few months ago from scratch after Mrs. Goodline discovered the south community didn't have one.

"We had such a good start with our 2,000 books and there was such a need that we offered to volunteer," she explains.

So with the help of neighbors the Goodlines turned their basement into a library, accepted 1,500 books from the University of Chicago, and were in business.

Things haven't been quiet since.

* * *

AN AVERAGE of 120 books are taken out each week by the 470 cardholders—most of them children.

Their books are grouped by ages—the rest by the Dewey Decimal system, the same numerical order used in most libraries.

Topics range from "The Wizard of Oz" to a history of Soviet Russia.

"But right now, we're at a standstill because of lack of space and money," says Goodline.

"If a best seller comes along and we haven't got the money, we lose out."

* * *

THE Goodlines buy many books out of their own pockets.

Sometimes children contribute a few pennies from their allowances, Mrs. Goodline said.

Fines are only 2 cents a day for overdue books.

The crying need of the new library is children's books.

"The children are demanding more and more new books, and there are no more," she said.

* * *

THE COUPLE blamed adult apathy for the plight of the library.

They remember that three other local attempts to establish a library failed because the public wouldn't support them.

Mrs. Goodline, a former Chicago school teacher, tutors and teaches piano while tending their son, Donald Dennis Jr., 2.

Goodline has a photography workshop and helps boys make model autos.

The only time Mrs. Goodline has to wash the laundry is Monday and Wednesday when the library is closed.

Mt. Lebanon Plans Library

Architect Arthur E. Tennyson has been appointed to draw plans and estimate cost of a proposed library for Mt. Lebanon.

The library, to contain about 16,000 feet of floor space, will be built on land owned by the Township near the intersection of Castle Shannon Boulevard and Washington Road.

The Township Commissioners are expected to ask for a bond issue referendum in November to finance the project.

AMERICANS consume about 8,500,000,000 hot dogs annually.

The Peninsula Beat

Police League Seeks Hunk of Doelger Land

BY MERL MOORE

Backers of the Police Athletic League in Daly City are hopeful of talking builder Henry Doelger into giving up two lots in his ever-growing Westlake area for a PAL building site.

It is "almost assured," we are told, that labor and materials for the building would be donated by Peninsula unions and employer organizations. Not as much a rarity as you might think.

MOORE

Which prompts us to say once again it is high time some Peninsula cities took a good look at the enthusiasm the Daly City PAL program stirred up and got busy planning PALs themselves.

BUSY, BUSY, BUSY! David D. Bohannon seems to be piling up titles. Past president of the Commonwealth Club and of the National Assn. of Home Builders, for instance. And recently named president of the Urban Land Institute during a New Orleans junket.

PAPER WITH BOUNCE. The San Mateo County Law Enforcement Assn. tipped off merchants on spotting bad check passers in hopes of stopping the alarming increase in such cases. So . . . the bum check traffic is zooming higher and higher. Is this a recession note?

NATIONAL PUBLICITY. The March 29 issue of Saturday Evening Post features the kindergarten class at Hillview School in Menlo Park as it gave Principal John Martin a surprise birthday party. A two-page picture on Post's weekly "Face of America" feature.

WHAT'S THE HURRY? The San Mateo County Fair Assn. members have drummed up the theme "Our Heritage" for this year's county fair-fiesta in San Mateo. Don't be impatient, though. It's not scheduled to start until Aug. 1.

BRAVE BOB BRAGS. Bob Fitzgerald, 33-year-old Belmont council candidate and an eighth grade teacher at Borel School in San Mateo, on raising four children: "How's THAT for nerve on a teacher's salary?"

CHIP OFF OLD BLOCK. Dick Raymond of Mountain View, whose father, Frank, is a veteran Peninsula scribe, has been appointed public relations director at Villa Hotel in San Mateo. Formerly a Stanford Research Institute PR-man.

IN WESTLAKE

At Last... Council Obtains $20,000 Library Site

Doelger Corporation Friday turned over the deed to the city for a new library site in Westlake—a $20,000 transaction that has been in the mill more than two years.

Daly City budgeted the site purchase funds last year and councilmen Monday night made a routine transfer of the deed to escrow to finalize the transaction.

Date of opening construction of the new library hinges on the "priority" the council extends the project in view of other budget needs from capital outlay funds.

The site, on the Southgate commercial strip, has a 176-foot frontage and a depth of 100 feet, according to city manager Howard Stites. The building's projected total space will be 6500 square feet, as recommended by Librarian Samuel Chandler and the citizens' subcommittee.

The deal with Doelger involves exchange of a triangle—shaped small parcel of city-owned land on the "hump" extension for a similar strip on

(Continued on Page 3)

EDITORIAL

At Last... Council Obtains $20,000 Library Site

(Continued from Page 1)

the corner of the library site lot.

Stites said the new library will replace the Westlake branch, located at 34 Park Plaza drive, which costs the city about $125 a month to lease.

The council Monday renewed the one-year rental agreement on the Westlake branch.

Mrs. Grace Woods, member of the library commission, Monday night praised the council and Councilman Robert St. Clair, in particular, for speeding the library agreement with Doelger.

Westlake Times

Phone PL 5-8543 WESTLAKE, DALY CITY, CALIFORNIA, WEDNESDAY, JULY 9, 1958

A $173,000 Endeavor

DALY CITY
SITE OF PROPOSED
Westlake
PUBLIC LIBRARY

ANXIOUS for city council authorization of funds to start the new Daly City library on Southgate in Westlake are these ladies and gents who have long crusaded to make the project a reality. Left to right: Dr. Lionel Farber, city library commission chairman; Mrs. Grace Woods, library commissioner; Mrs. Otis T. Calhoun, "Friends of the Library" president, and Samuel Chandler, city librarian. Builder Henry Doelger sold the library site for $20,000. Cost of the structure will be almost $175,000.

TIMES photo

LIP SERVICE FOR THE LIBRARY

Daly City residents are among the worst-read citizens in the state!

At least so a study released last week would indicate.

Figures obtained by the library commission showed Daly City has .52 books per person on its library shelves.

This is about one-sixth the number recommended in American Library Association standards—three books per person.

Daly City's half-book per person is lowest of any Bay Area community and probably lowest in the state.

Right on down the line—book budget, total library budget, and capital outlay—Daly City is woefully lacking when compared with other cities of similar population.

The city does, of course, have access to some 8000 books from the county stacks, under the County Free Library district program in which the city participates.

But even with these books available, Daly City's library facilities are alarmingly inadequate.

The small cubicle that is called the Westlake branch library handles as many or more people as the main Daly City library on Mission street. And the Mission street facility is already overcrowded.

The turnover of volumes at both branches is evidence that Daly City residents are avid readers. But there are just not enough volumes available.

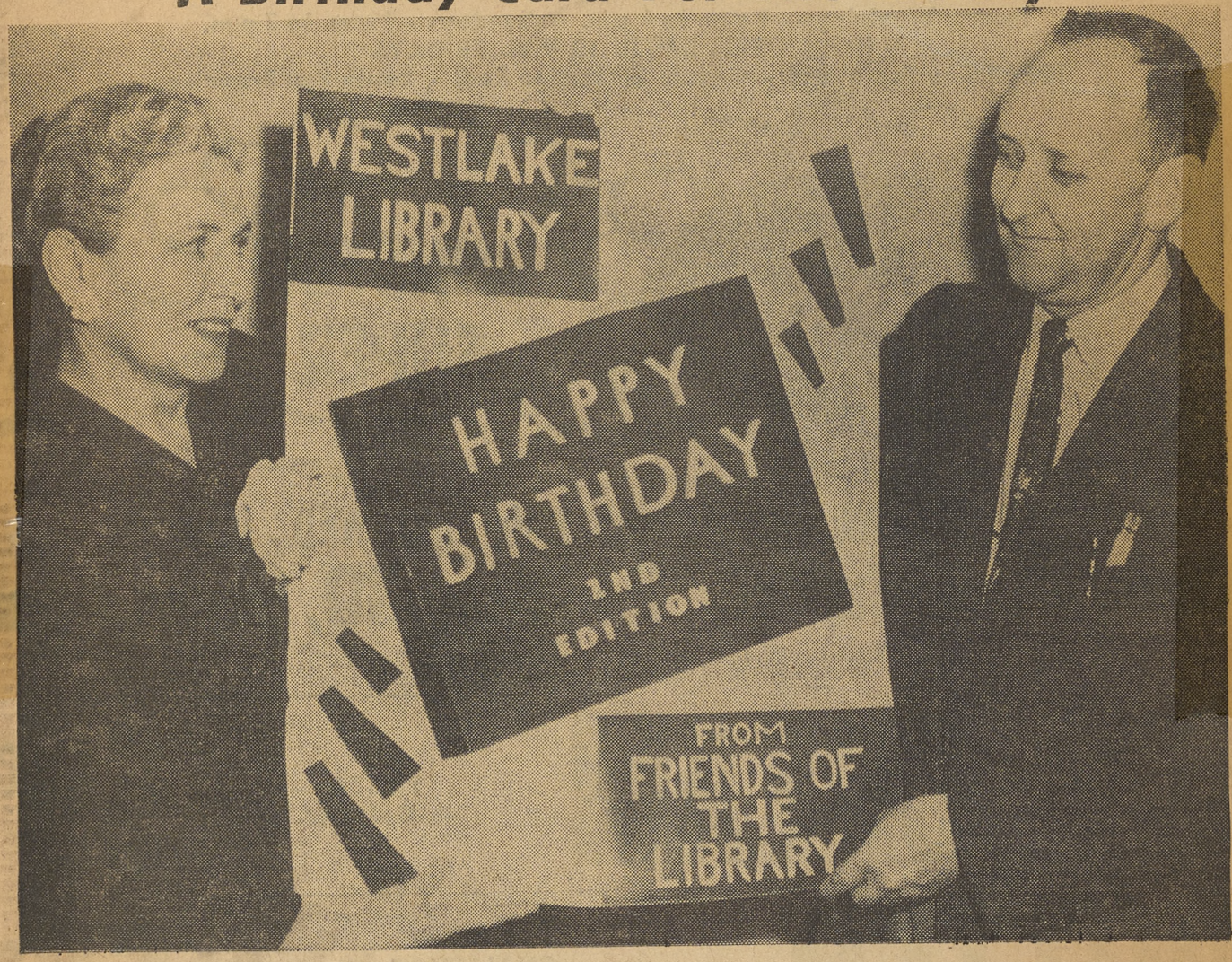
Of all services provided by the city, the library is probably one of the most frequented in number of individuals using the services. And the value received by the library services are exceeded by no other single municipal endeavor.

When budget time arrives, the library has always received short shrift.

Perhaps more joint meetings such as that held last week between council and library commission will serve to jostle city officials into some concrete action for improvement of the library system, instead of merely giving the reading public lip service once every year at budget time.

Westlake Times Wed. May 28/58

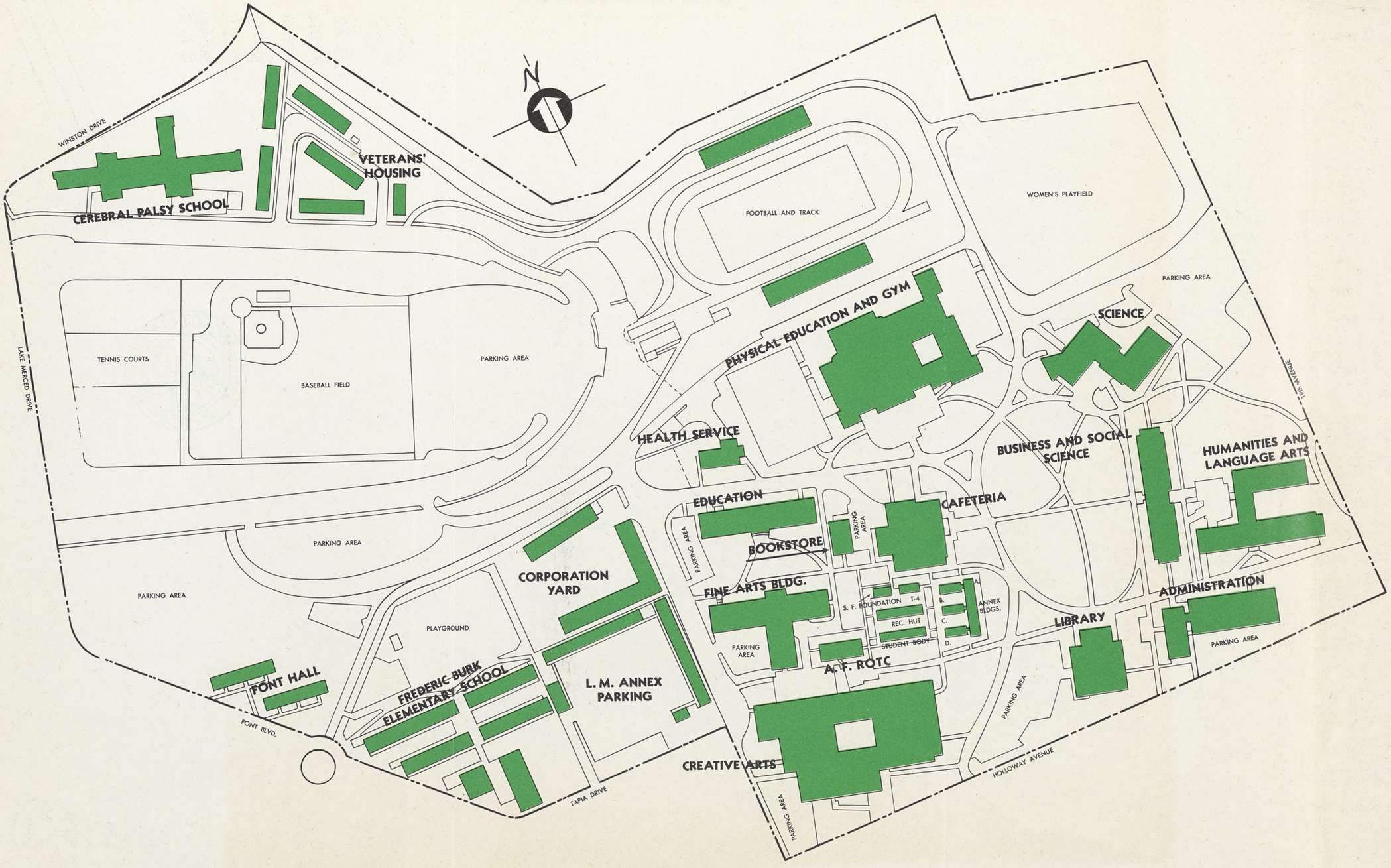
A Birthday Card For The Library



MARKING second anniversary of Westlake branch of Daly City Library are Mrs. U. R. "Jack" Kendree, Friends of the Library president, and Samuel Chandler, city librarian. Citizens' committee this week asked the council to renew talks with Doelger for a library site in Westlake—a quest long stymied. Daly City is far beind comparably sized communities in books per resident and library space.

TIMES photo

Ray Cousoulo | Panel For PTA | Right Of Way


WINSTON DRIVE
VETERANS' HOUSING
CEREBRAL PALSY SCHOOL
N
FOOTBALL AND TRACK
WOMEN'S PLAYFIELD
PARKING AREA
LAKE MERCED DRIVE
TENNIS COURTS
BASEBALL FIELD
PARKING AREA
PHYSICAL EDUCATION AND GYM
SCIENCE
19TH AVENUE
HEALTH SERVICE
BUSINESS AND SOCIAL SCIENCE
HUMANITIES AND LANGUAGE ARTS
EDUCATION
CAFETERIA
BOOKSTORE
PARKING AREA
PARKING AREA
PARKING AREA
CORPORATION YARD
FINE ARTS BLDG.
S. F. FOUNDATION
T-4
REC. HUT
STUDENT BODY
A.
B.
C.
D.
ANNEX BLDGS.
ADMINISTRATION
LIBRARY
PARKING AREA
PARKING AREA
PLAYGROUND
A. F. ROTC
FONT HALL
FREDERIC BURK ELEMENTARY SCHOOL
L. M. ANNEX PARKING
FONT BLVD.
TAPIA DRIVE
CREATIVE ARTS
PARKING AREA
HOLLOWAY AVENUE

CAMPUS DIRECTORY

Activities, Associate Dean for	168 Admin.
Activities Room	162 Admin.
Admissions Office	156 Admin.
Air Science, Division of	A. F. ROTC
Athletic Department	M-9 P.E.
Associated Students	Hut T-1
Bookstore, College	Bookstore
Buildings and Grounds	221 Admin.
Business, Division of	221 BSS
Business Office	203 Admin.
Cafeteria, College	Cafeteria
Counseling, Associate Dean for	166 Admin.
Creative Arts, Division of	212 CA
Education, Division of	219 Education
Educational Services, Dean of	110 BSS
Extension Office	112 BSS
Executive Dean	110 Admin.
Graduate Studies	114 BSS
Housing Counselor	168 Admin.
Humanities, Division of	332 HLA
Instruction, Dean of	107 Admin.
Language Arts, Division of	238 HLA
Late Afternoon and Evening Program	108 BSS
Little Theatre	Creative Arts
Main Auditorium	Creative Arts
Mimeographing Center	7 Admin.
Physical Education, Division of	D-3 P.E.
Placement	158 Admin.
President	103 Admin.
Public Information	170 Admin.
Registrar	153 Admin.
Science, Division of	107 Science
Social Science, Division of	113 BSS
Student Affairs, Dean of	168 Admin.
Vice President	105 Admin.

SAN FRANCISCO STATE COLLEGE

San Francisco State College, one of ten California state colleges, was established in 1899. Its first president, Dr. Frederic Burk, opened his State Normal School in a rented building and with an appropriation of $10,000.

The first graduation class of the school numbered thirty-six young women. In 1906, the building was destroyed by the fire which followed the great earthquake and Dr. Burk selected a site at Haight and Buchanan Streets for the new campus.

In 1921 the school became the San Francisco State Teachers College and in 1935 the program was expanded and the institution became a State College with a broad program in the liberal arts and the sciences to supplement professional work in education. Its present academic program embraces nine operating divisions — Air Science, Business, Creative Arts, Education, Physical Education, Humanities, Language Arts, Science and Social Science.

The college also maintains a demonstration school (elementary) for training teachers in actual classroom work. Located on the campus and operated in conjunction with the college program is the Northern California school for the cerebral palsied.

The present campus, occupied in 1954, contains approximately 94 acres and is located in the southwest section of San Francisco. It includes 12 permanent buildings as well as a number of temporary structures with a total value, including land, of approximately $20,000,000.

The college is reached by the "M" streetcar from downtown San Francisco or by the Parkmerced bus line.

CAMPUS GUIDE

SAN FRANCISCO STATE COLLEGE

Projected calendar for Trustees' Activities at ALA Convention at San Francisco. All AALT meetings to be held at Hotel Bellevue, the AALT headquarters hotel. Mrs. J. Henry Mohr, 2 Castenada Avenue, San Francisco 16, California, is Chairman of the AALT Local Arrangements Committee.

Saturday, July 12:	Meeting & Location	Chairman
2:00 p.m.	Nominating Committee (Trustee Hospitality Rm.)	Mr. Noel R. Beddow 2443 Hawthorn Dr. Montgomery 6, Ala.
3:00 - 5:00 p.m.	Registration (Lobby)	
4:00 p.m.	Executive Board Meeting (Trustee Hospitality Rm.)	Mrs. Merlin M. Moore President, AALT
4:00 - 6:00 p.m.	Briefing Session (Jade Room)	Miss Ruth Warncke ALA Headquarters
Sunday, July 13:		
8:30 - 10:30 a.m.	Registration (Lobby)	
9:00 a.m. - 4:00 p.m.	Workshop (Crystal Room)*	Mrs. Benjamin Saks 612 Pierce Street Gary, Indiana
12:15 p.m.	Luncheon (Mirror Room)*	
7:00 p.m.	Annual Trustees Dinner * (Elks Club, 456 Post St.)	Mrs. Merlin M. Moore President, AALT
Monday, July 14:		
9:30 a.m. - 4:00 p.m.	National Assembly of Trustees (Crystal Room)*	Mr. Alan Schneider Louisville Pub. Lib. Louisville, Ky.
12:00 - 1:00 p.m.	Luncheon (Mirror Room)*	
10:00 p.m.	ALA General Reception St. Francis Hotel (Colonial Room)	
Tuesday, July 15:		
10:00 a.m.	AALT Business Meeting * General Membership (Mirror Room)	Mrs. Merlin M. Moore President, AALT
12:00 Noon	Friends of the Library Luncheon St. Francis Hotel (Colonial Room)	

* Denotes Public Address System needed.

Tuesday, July 15: (Cont.)

2:00 - 4:00 p.m.	Action Committee (Esquire Room)	Mr. Carl H. Read 321 N. Lima St. Burbank, Calif.
2:00 - 4:00 p.m.	Membership Committee (Princess Room)	Mr. George W. Coen Equitable Building Lancaster, Ohio
4:30 - 6:00 p.m.	AALT Board Meeting	Mrs. Merlin M. Moore President, AALT

- - - -

MAKE . . . . . JULY 13 Sunday

YOUR MOST IMPORTANT DATE IN '58 --- NOW*

AALT

LIBRARY TRUSTEES WORKSHOP

at the

American Library Association - 77th Annual Conference
San Francisco, California - July 13-19, 1958

A Conference feature of the American Association of Library Trustees, a section of the Public Library Division, ALA.

Workshop Theme: U.S. Focus on Education -- A Challenge to Libraries

9:30 A.M. The Role of the Library in a Changing Society -- Address by outstanding personality

These Are Our Problems -- Discussion groups

12:30 P.M. Luncheon -- Presentation of distinguished guests

2:00 P.M. The Tools of Our Trade -- Symposium

Working Together -- Panel discussion -- representatives of national organizations

Questions and discussion

Bellevue Hotel -- Registration 8:30 - 9:30 A.M. Fee including lunch $8.00

- -

* Advance Registration Form

To: American Association of Library Trustees, PLA, American Library Association, 50 East Huron Street - Chicago 11, Illinois

Reserve a place for me at the AALT Workshop, July 13, at the Bellevue Hotel in San Francisco. I am enclosing $8.00 for the registration fee including lunch.

Name _____ Library _____

Address _____
Street City Zone State

(attendance limited to 150 participants)

C A L I F O R N I A L I B R A R Y A S S O C I A T I O N

G O L D E N G A T E D I S T R I C T

Annual Meeting, May 10, 1958

SAN FRANCISCO STATE COLLEGE

9:15	Registration	Creative Arts Auditorium
	Coffee Hour, Cafeteria. (After registration, please.)	
10:00	Morning Session Mrs. Mae Durham, President, Golden Gate District, presiding.	Creative Arts Auditorium
	Greetings	Dr. Leo Cain, Vice President, San Francisco State College
	A message from the State Library	Mrs. Carma R. Zimmerman, California State Librarian
	President's message	George F. Farrier
	Membership Report	Fred Mulholland, Vice President, Golden Gate District
	* * * * *	* * * * *
11:30	Luncheon (see reservation sheet) Followed by tour of San Francisco State College Library	Cafeteria
1:30	Afternoon Session	

<u>Great Expectations</u>

Dr. Fred Wilhelms, Chairman, Division of Education and Psychology, San Francisco State College

Dr. Ian Watt, Department of English, University of California, Berkeley

Dr. George Outland, Division of Social Sciences, San Francisco State College

ACTIVITIES OF LIBRARIANS AND TRUSTEES UNDER THE LIBRARY SERVICES ACT PROGRAM

Edna Olson

Report prepared for American Association of Library Trustees,
American Library Association Conference, San Francisco, 1958

ACTIVITIES OF LIBRARIANS AND TRUSTEES UNDER THE LIBRARY SERVICES ACT PROGRAM

Edna Olson

The purpose of this report is to present some of the highlights and achievements of the various States and Territories participating in Federal funds granted under terms of the Library Services Act. In compiling the report, an attempt was made to include activities of particular interest to library trustees. Decisions made by this group will be one of the deciding factors in the future course of public library services in rural areas. Library trustees have the duty of securing adequate funds to carry on and expand the present program.

Two years have passed since President Eisenhower signed the Library Services Bill on June 19, 1956. Briefly, the purpose of the Act is to provide funds to promote public library development in rural areas for a period of five years.

Out of a possible $7,500,000, Congress voted an appropriation of $2,050,000 for the first year. This made possible a basic grant of $40,000 in Federal funds, on a matching basis, to each of the States and Territories, with $10,000 stipulated for the Virgin Islands.

The sum appropriated for the first year was a keen disappointment to enthusiastic librarians and trustees who had been working for more than ten years for the passage of the library legislation. However, the lag in spirits was brief. Some 27 million people in the United States were without library facilities, and it had been estimated that another 53 million persons had inadequate service. Action must be the keynote. Budgets were adjusted, programs were scaled down, Federal funds were going to the States within a few months, and diligent workers were busy on the big task.

During the first year, 35 States and Hawaii submitted plans for extending library services to rural areas. The majority of the plans were the culmination of several years' planning within the States. Each State studied its own situation and planned a library program to insure the use of the funds to the maximum advantage.

Report prepared for American Association of Library Trustees, ALA Conference, San Francisco, 1958. Appreciation is expressed to State library agencies for their cooperation in supplying information for the report.

Mrs. Olson is Librarian, Georgia Experiment Station of the University of Georgia, Experiment, Georgia and a trustee of the Flint River Regional Library, Griffin, Georgia

Congress made $5,000,000 available for the second year. A total of 45 States, Alaska, Guam, Hawaii and the Virgin Islands now participate in the program. Each State received the basic allotment of $40,000; additional funds were alloted on the basis of rural population. Matching State funds, based on per capita income, are required to secure the Federal allotment.

STATE LIBRARY AGENCIES

The State library agency is responsible for administering the Act in each State. Regulations provide that Federal funds must be spent under the legal supervision of the State library agency. Funds were sent to each State after approval of a plan by the Library Services Branch, Office of Education, United States Department of Health, Education, and Welfare.

In addition to administering the system of Federal and State grants, the State agencies have built up strong consultant and advisory services to librarians, boards of library trustees, and citizen groups interested in library development. They have performed this function successfully through visits, institutes, workshops, and publications. Effort spent on public relations by State staff has reaped rich rewards in many areas.

Centralized ordering, processing, and cataloging of books and similar materials have been services rendered by a number of State library agencies. Library Services Act funds have enabled some States to expand the service, and others will begin technical processing for the first time. Several States have indicated that a set of catalog cards will accompany each new book sent to a public library.

Georgia has streamlined the process since centralized cataloging became a part of the state-aid program for libraries in the fall of 1944. At the present time, some 700 public and school libraries are using the catalog cards. Three professional catalogers and six clerks maintain the service.

Librarians relieved of the task of cataloging are having more time released for direct service to library clientele. Centralized acquisition of books is also saving time and funds for local libraries, however, it is the general policy for each library to make its own selection of books and related materials.

Strong reference collections have been built up with Federal funds and housed in the State agencies for loan to smaller libraries to supplement materials that are locally owned. It is difficult for the small library to always have materials that fill requests for the unusual. For instance, the Georgia Public Library Service made a survey in April and May of the requests coming to local libraries for information from business persons and industrial firms. The many requests varied from the Beauty Parlor manager who wanted any materials on hair styles for women in the era of the pantaloons to the Merchant who wanted to see a copy of, <u>What Makes Women Buy</u>, and the Optometrist, needing something on handling children, was sent, <u>Bending the Twig</u>.

COUNTY AND REGIONAL LIBRARY COOPERATION

Basic to the planning program has been a guiding principle set forth in Public Library Service; A Guide to Evaluation, with Minimum Standards, that states, "Public library service should be universally available." Libraries working together can make this goal a reality. It has been emphatically stated that cooperative action among communities is the most important single recommendation in the publication.

State plans under the Library Services Act reveal all States are headed for the same goal via library cooperation. Alabama is developing larger local library systems; the area covered to approach 100,000 in population, which will involve multicounty or regional systems. A similar pattern is followed in sparsely populated areas of the country. The process of forming regional library systems generally moves slowly. In the planning stage, it is easy to color a map indicating logical federations, but, at times, it is difficult to convince local librarians and county officials of the benefits to be achieved through cooperation. It is a tribute to library workers and trustees that under the Library Services Act, over 120 county regional projects will have been set up at the end of the two-year period.

The problem in several areas involves a federation of weak libraries. Some counties have an over abundance of inadequately financed libraries, with none able to reach minimum standards. States are finding it advantageous to use several methods of library cooperation. Federal funds have been used extensively on demonstration projects. Usually, financial arrangements have been made for locally financing the projects at the end of demonstration periods. It is expected new forms of library cooperation will develop under the Federal program that will expedite the progress in forming coalitions for better library service.

BOOKMOBILE SERVICE

It would be difficult to overestimate the importance of the bookmobile in extending library services to rural areas. Well equipped bookmobiles have made it possible to move much more rapidly with the program. Federal funds have enabled the States to purchase nearly 100 bookmobiles and over 30 other vehicles. The newer models have a capacity of some 2,000 volumes. Loaded with colorful new books, it is no wonder they are creating a sensation in various sections of the nation. The musical horn is an innovation on the bright colored bookmobile in Hawaii. Who can resist such lures?

Plan after plan indicates that bookmobiles will be used in rural areas. Michigan made plans to schedule bookmobile service to 29 rural communities. In Alabama, the bookmobile will carry books to rural clients not reached by established libraries. Stationary collections have served in remote areas in California, but with improved roads and easier accessibility, bookmobile projects are receiving careful consideration. The generalization may be made that the use of the bookmobile has been of significant importance in a majority of the States.

PERSONNEL

Probably the matter of greatest concern relative to the launching of the Library Services program has involved securing professional librarians. Many positions set up in the plans of the States have not been filled. Library schools have been besieged with requests for librarians. One of the library schools had 700 vacant positions posted during 1957. This number represents a small percentage of unfilled library positions in the United States.

Federal aid has enabled a number of the States to take measures to bring desirable recruits into the profession by setting up scholarship programs. The Arkansas Library Commission has continued providing personnel grants. A sum of $35 per semester hour for a maximum of 10 hours in library science at a library school accredited by the American Library Association is available for staff members of libraries receiving State aid, provided recipients present transcript of acceptable credit and remain in the position for one year following grant of aid.

Although Georgia has not set aside a specific sum for grants, libraries have been encouraged to give leaves of absence with pay to library staff members who wish to attend an accredited library school.

Missouri began a scholarship program in January 1958. Five $2,000 scholarships were made available for a Master's degree from an accredited library school. Courses may be scheduled continuously or they may be taken in a consecutive series of summer sessions. According to the agreement, the applicant is to work in a Missouri public library for two years after receiving the degree. During the first six months of the program, only two of the scholarships were taken.

Ten or more training grants were made available in New York State. The grants of from $350 to $2,000 provided assistance to qualified candidates following the first competitive examination in January 1958. The grants are intended to encourage college graduates to obtain a year of professional library training and thus increase the number of professional librarians available for service in libraries serving the rural areas of the State. Ten scholarships of $100 each are provided for rural librarians to attend institutes.

The library intern program sponsored by the South Carolina State agency offers grants of $12,000 over a four year period to libraries to employ at subprofessional level a young person who will attend graduate library school during the four summers of the internship. Ten county or regional libraries in the State participate in the project. The project is progressing satisfactorily though it has its surprises. For instance, two interns decided to go directly to libray school for a year's study. They were released from their contracts in order to accept opportunities for scholarships.

As of April 1957, the Virginia plan has included a scholarship program. Any library receiving Federal funds may apply for a scholarship grant for a person employed by the library. The recipients are to complete a

graduate program in a nationally accredited library school within the period of the grant and must agree to serve in libraries participating in the Federal program for a two-year period. The applicant must make reimbursement if the two years' service is not completed.

Recruiting for the library profession is a privilege and an inherent obligation of library trustees. One of the best ways to interest intelligent young men and women in librarianship as a career is to approach them on a personal basis and pass on stimulating and informative materials about the profession.

TRUSTEE EDUCATION

Trustees gather at regular board meetings ever so often. Indeed, there is a love for the library and a deep concern for the leaky roof, and for the crowded space conditions that are growing more acute with each meeting. The chairman of the Buildings and Grounds Committee makes a report. The Insurance Committee has an entirely new program to bring to the attention of those present. The chairman of the Personnel Committee is still on the job, but no librarians are available. The hour is gone and busy people rush back to their work. The librarian throws up her hands and wonders when the library board will ever have time to examine and evaluate public library standards, and find ways and means of reaching the people of the community who have a passive or no interest in books and reading.

This may not be typical of the average library board meeting, but the feeling that trustees needed to attend training sessions or workshops has been widespread in recent years. Some two years ago, Oregon had its first state-wide Trustee Conference. The program was built around the knowledge that no library development program can succeed without the support of trustees, and that trustees need a full understanding of the principles and objectives of public library service.

In Kansas, Zelia J. French, Secretary, Kansas Traveling Libraries, thinks the most significant news as far as trustees are concerned is the fact that four trustee workshops were held during the past year. As a result of the meetings, nearly two hundred trustees met together, discussed the new ALA standards and their particular bugetary problems. These are the first workshops of this type for Kansas, and the trustees were well pleased with the results. The meetings were for trustees only; librarians had to stay at home.

Georgia trustees will enroll in correspondence school this fall. A non-credit reading course, "The Trustee and His Library," will be offered by the Home Study Department, Center for Continuing Education, University of Georgia. Federal funds made it possible for the State agency to promote this project.

It is safe to say that all States have had or will have programs for indoctrinating trustees, as well as for providing occasions for board members to come together to discuss common problems and to share glowing reports of accomplishments.

LIBRARY SERVICES BRANCH, U. S. OFFICE OF EDUCATION

The question was asked of the head of one of the State library agencies in the South: "Is it working out satisfactorily from the administrative standpoint?" Following is the meaningful reply, which is the epitome of thinking of those who have the opportunity of working directly with the staff of the Library Services Branch:

"The attitude of the Office of Education has been most remarkable. The whole 'affair' is operating at the highest possible professional level with useful guidance without any inclination toward interference, force, or any other distasteful aspects of outside control. You are aware of the concern we feel on that score. It has been gratifying indeed to find such a healthy climate. What I really mean is that librarianship at its best is working on the program, rather than bureaucracy at its worst."

The Office of Education has had a division for library services since 1938. A staff of five or six was maintained to perform its official functions. With the passage of the Library Services Act, new funds and new duties increased the power of this division. The Act provided $140,000 annually for administrative purposes.

The Service to Libraries Section gained status when it was made one of the three independent branches of the Office of Education, and was renamed, Library Services Branch. The staff has more than tripled, with experienced librarians from the different sections of the United States being brought together to make studies, gather statistics, initiate new research projects, and give consultant service. The provision of library consultants on the staff is one of the chief gains made since the passage of the Library Services Act. John G. Lorenze, of the Michigan State Library, was made Director of the reorganized Branch.

The services of the Library Services Branch are available to all who are interested in libraries and their development. Individual librarians and trustees may seek help with problems directly. State library agencies and library associations are working closely with this national library agency.

ASIDES

The following quotations give some idea of personal feelings for the Federal program:

"My personal feeling about this program is unreservedly enthusiastic. I think it is the spur that our public libraries have been needing and waiting for. I think that examples of careful book selection and cataloging, a sharing of knowledge of tools and methods, field work by sympathetic supervisors, and cooperation will make a pattern for the future, a foundation, whose benefits will be lasting and stimulating. I am here because I believe in the program and expect much to come from it."

"The entire attitude toward what can be done in achieving library service in rural areas has become so much more positive. This may be the most important new 'concept'."

"The States have now demonstrated their ability to utilize the full appropriation and more, and continued strong initiative on the part of library trustees to see that it is obtained would be an invaluable thing."

"Library programs in most states have been planned with the hope and assurance of the full appropriation from Congress." #7,000,000.00

"It would appear that there is already justification for asking for an extension of the Act beyond the original five-year effective period." ?
The Senators passed this expecting 5 years to do the job.

"We hope that Federal funds will stimulate and not take the place of local initiative but only time will tell."

"Trustees must be led to live up to their responsibilities if library service meets the challenges contained in the new standards... Trustees are so vital to the total program of extension and improvement of rural library services."

The expression of Dr. James Drury appearing in a summary of the Library Trustee Workshops in Kansas is also noteworthy:

"To what extent should the library trustee plead for more moneys for library services? ... Should the library trustee endeavor to balance the needs of the library against the needs of other services which governmental units are performing? The library is not charged by law with the responsibility of considering the needs of other governmental services. The whole budgeting and governmental processes are not designed for him to make decisions on the needs of the library in comparison with the needs of other services.

"Yet it seems clear that if libraries are to get more tax support, the library trustees must ask for it."

HIGHLIGHTS FROM THE STATES

All State library agencies were asked to relate some achievements of their respectives states under the Library Services Act program. Trustee activity and financial support of the program on the local level were expected to be of interest to library trustees. A third item of interest raised the question regarding the emergence of new concepts for the improvement of rural library services. Interesting and informative replies made the following summaries possible.

Rural areas are defined as 10,000 population or under.

Alabama

The primary effort is to strengthen library service throughout the State by a three-pronged program which includes strengthening the Division so that it can give better service; making grants to already-established regional libraries; and making grants for the formation of new regional libraries, including areas which have heretofore been served either by small community libraries, by relatively weak county libraries, or by no library service.

Although tremendous strides have been made in the State, Emily W. Reed, Director, Public Library Service Division, doubts that it will be possible to cover the entire State with a network of strong regional libraries by the end of the five-year period.

Library trustees are realizing the importance of securing necessary financial support to carry on the regional libraries that are being developed under the Library Services Act, because in every case during the formative period they and the other citizens in the Library Development Committees are concerned about whether or not they can continue the support after the establishment grants are exhausted. The Alabama plan calls for establishment grants for only two years and Boards and citizens are continuously concerned about the third year and after.

Trustees are realizing the importance of employing well-qualified librarians. In one region the Board was so anxious to get a really good librarian that it insisted on paying a higher salary than the one recommended by the Division. Such was their trust in the power of demonstration that they felt the counties would be willing to get the additional money necessary to keep up the higher salary.

During the first year under the program, library service was made available to 26,118 Alabamians who were without service prior to April 1, 1957. Thousands of other rural citizens have access to better library collections containing new books and new audio-visual materials.

Arizona

The State Library Extension Division of the Arizona Department of Library and Archives is new. Arizona had no extension service prior to April 1, 1957. Early in 1957 an appropriation was made for the service. This activated the law, enacted several years ago, providing for statewide library service.

The Arizona plan will establish a strong central agency, and aim to place library service on a solid, adequate tax-supported basis. It plans to give consultant service, to demonstrate the benefits derived from effectively organized service, and to extend service from a central facility, for as long a period as necessary, to residents outside the effective range of localized public library systems.

Mrs. Catherine S. Chadwick, Extension Librarian, considers strong trustee support of the Arizona program as one of the first essentials. She says that the first step in this direction was a luncheon held during the State Library Association meeting in Tucson. An invitation was sent to every trustee in the State urging their attendance and stressing the fact that the future of the Arizona Library Extension Service depended upon active participation of every interested person in the State. At this meeting the trustees were made an official part of the Arizona Library Association program. During the next year, plans are to work more closely with trustees and to keep them alerted at all times to the program.

The Arizona trustees are a very eager and enthusiastic group as a whole, although they have never before been brought together as a separate and effective group toward promoting library service on a statewide level. Rather they have always worked in their individual capacities for supporting and helping the library service in their own communities.

Arkansas

Mrs. Karl Neal, Executive Secretary and Librarian of the Arkansas Library Commission, reports that the State is using the major portion of Federal funds for the establishment of multi-county library units.

Since 1948 it has been possible for a county in Arkansas to pass a one mill tax for the support of the library. Since that time 45 counties have passed the tax.

In North Arkansas at Harrison, a four county library unit was established on a meager budget in 1944. At the general election in 1956, two of the North Arkansas counties passed the tax. Two neighboring counties without county-wide library service had passed the tax also. When the Arkansas Library Commission received the first grant of Federal money, the North Arkansas Library was asked to consider the extension of service to the two unserved counties. In order to do this it would be necessary for North Arkansas to have an adequate headquarters building. The Woman's Book Club of Harrison had furnished a remodeled dwelling house for the library free of charge since 1944. This house was inadequate for a six county area. It was considered impossible to enlarge the building. One of the Board members, a member of the Junior Chamber of Commerce, recalled the city had deeded property to the organization for a site for the Jaycee building. Not all the property was needed. This young man asked the Junior Chamber of Commerce organization to return the property to the city.

After this negoitiation, the Woman's Book Club was offered the property by the city if they would finance the building of a new library. The thirty members of the book club agreed to undertake this big project. They sold the old building and made arrangements with the banks in Harrison to lend the money for the erection of the building. In the meantime they have worked to raise money to pay the debt as soon as possible.

The library building is now completed. There is adequate room on the first level for the city library of Harrison, and on the second level

for the regional headquarters for the six county area. With Federal funds a bookmobile was purchased for this area and has been in operation since August 1, 1957.

Three of the stronger libraries of the State have offered to extend service to neighboring counties without service. These smaller counties have agreed to work for the passage of the one mill tax at the general election in November. Federal money will be spent to strengthen these areas.

A well-organized county library in Eastern Arkansas was willing to extend service to a neighboring county provided it would secure an appropriation from a local quorum court until the tax had been passed in November. The county judge became so interested in the county library program because of the quorum appropriation that he recalled plans for an extension to the Court House, so that the architect could include quarters for a library.

Arkansas is the state in which the project, "Operation Library", originated. "Operation Library", a program of assistance to local public libraries, was adopted by the Arkansas Junior Chamber of Commerce in August, 1955. Since that time the project has been adopted two years in succession as a national project and is now an international project of the Junior Chamber of Commerce.

California

Highlighting the report from California is the good news that on Wednesday morning, May 14, 1958, the Butte County Board of Supervisors voted officially and unanimously to include the demonstration bookmobile, its staffing and support in the Butte County Library budget for the coming fiscal year, 1958-1959. Local financing and operation will begin in November, one year from the date bookmobile service began in Butte County as the first of California's projects under the Library Services Act.

The California plan includes four different types of projects: Establishment of bookmobile demonstration projects; establishment of at least one service center under the direction of the State Library; enrichment of existing services; and encouragement of the establishment of libraries in unserved areas.

Mrs. Carma R. Zimmerman, State Librarian, expects the Processing Center, for which plans have been developed over a two-year period, to begin production about July 1. It gives promise of releasing time of local librarians now spent in book processing for enrichment of their services to the public, and for efficient, low-unit cost of processing.

In the first two years of the Act, five projects were developed. Each of these is still active, but only one can be said to be operating in the fullest sense. Programs have had to be scaled down because the full amount of Federal funds was not available.

At the same time extra emphasis is being given to rural library service, the State Library is attempting to balance a regular program by working with libraries in metropolitan areas on their problems. Although these libraries are not eligible for Federal funds, there appears to be increasing interest in some kind of similar aid, either state or Federal, for library service in metropolitan areas.

Colorado

Results of a survey made while the Colorado program was in the planning stage, showed that librarians, trustees, city and county officials, and other interested citizens wanted:

First, increased field service from the State Library, including special work in creating community awareness of the potentialities and problems of public libraries, advice on improving patterns of library organization, and assistance with technical procedures.

Second, demonstrations of mobile library service.

Third, regional demonstrations of adequate library service based on new minimum standards of the American Library Association.

The State was divided into five large areas, with a field consultant assigned to work with library and lay-people in the area. The State Board of Education appointed local committees to work with the field representative and to assist in the development of better rural service. Field personnel work under the direction of the State Library, but are headquartered in the areas which they serve, near the grass-root needs.

The State was again divided into twelve natural regions, based on geography, population, economic and social affinities, trading patterns, and existing library programs. From these twelve regions several will be selected for purposes of demonstrating integrated library service programs which will include federations of libraries, cooperative practices, mobile services, and similar activities. According to plans, one region in each large area will have a demonstration during the five-year period.

Mrs. Erne H. Shubert of the Colorado State Library, reported that a field worker's conference was scheduled for May 27-29. It was concerned specifically with trustee activities in the expanded State library program.

During the fiscal year 1958 the Colorado State Library is operating on the largest budget from the State General Fund in the history of the agency. The General Assembly appropriated $81,265 to carry out the program. The major financial goal of the Library, state funds for grants-in-aid, has not been achieved.

Delaware

Delaware is not participating in Library Services Act funds at present.

Florida

Florida was unable to match the first $40,000 grant and did not participate in the Library Services Act program the first year of its existence. During 1957-1958, the State has been able to match $95,308. This is used in five counties and in the State Library. The sum of $40,000 has been used to strengthen the state agency through the purchase of books and by the addition of new personnel.

Suwannee and Lafayette Counties formed the first regional library in the State. Suwannee already had limited service but there was no public library within Lafayette County. Collier County has a completely new service. Additional services were added in Orange County which already had contractual service from Orlando with bookmobile service. St. Lucie County added bookmobile service to its established county library.

Verna Nistendirk, Director of Library Extension, believes that the very existence of this new library service is putting strength into the library movement. At the April meeting, the Florida Library Association decided to put all its strength into a real request for legislative support this next year.

All the way from Key West where a new library building is in the paper stage, through Sarasota County and up in the eastern and western end of North Florida, impetus is being given to library plans. The Federated Woman's Clubs have pledged to support library development during the next year.

Georgia

Georgia has 159 counties with an average size of 365 square miles which is less than a seventh the size of an average California county. The rural population of the State is about 55 percent of the entire population. The need to spread library service to rural areas has been known for a long number of years. With a strong state library agency providing excellent leadership, library expansion in Georgia has been gaining impetus since 1940 when the first regional library in Georgia was established at Athens as a demonstration of multi-county service.

In summarizing the gains made under the Library Services Act, Lucile Nix, Chief Library Consultant, reports that Federal funds for rural library service have already materially helped in the further development of larger units of library service in Georgia. While all Federal funds have been spent for the purchase of materials, additional

and rebudgeted state funds for other purposes have stimulated the establishment of two new regional systems and the addition of new counties to already established regions. Seven counties have in the past two years joined neighboring regional systems, thus enlarging the area of service in five existing regional programs.

The first $40,000 Federal grant was used entirely for the purchase of reference books for the central state agency collection and 32 regional libraries.

Rebudgeted state funds have made possible the employment of additional staff members in regional and county libraries that have qualified for such funds. Added allotments of funds from the State have also provided new bookmobiles, audio-visual and other equipment and supplies.

The state agency has sponsored a workshop on use of mass media of communication (newspaper, television, and radio). Four other in-service institutes have been held for librarians and trustees. These were held as a part of the overall program for use of State and Federal funds although no Federal funds were used for this purpose. A ten lesson home study course for trustees has been prepared and will be offered in the fall through the Georgia Center for Continuing Education. Dr. Tommie Dora Barker will be the correspondence instructor.

Georgia has profited greatly by the two Federal grants that have been made to the State for rural library service development. The state agency was ready to match its full quota under the law. Its citizens and Congressmen have worked hard to help get the full appropriation.

Idaho

The library situation in the State is summed up in the paper, "Why Idaho Needs Continued Federal Aid Under the Library Services Act." More than half of the population of Idaho is without direct library services of any kind. About 70 percent of the population has inadequate library service. In 1955 the Idaho Library District Enabling Act was enacted to allow for larger library units with a more adequate tax basis.

The Idaho Legislature tripled the biennial appropriation for the Idaho State Library in 1957 on the basis that Federal funds would be matched with the increased State funds to effect the following program:

1. The State Library would be staffed and administered by trained and experienced librarians.

2. The State Library would provide assistance, guidance and advisory service to existing libraries.

3. The State Library would give the impetus and guidance necessary for expansion of direct library service in the State through the establishment of district, county and multi-county library units.

4. The State Library would be a supplementary source of books and materials for other libraries in the State whose collections are relatively small; and would provide direct and mail library service to residents in the State having no other library facilities.

5. The State Library would administer Federal funds and make them available on a matching basis to Idaho libraries extending their services into the rural areas.

6. The State Library would be the focal point to which all Idaho libraries, library organizations, and interested citizens could turn for advice, assistance and guidance.

An impressive listing of accomplishments as a result of Federal aid funds coming to Idaho has been reported. Federal matching funds have been allocated to three district libraries. Additional Federal funds are available to other newly formed district libraries as a further stimulus to the establishment of larger units of library service and for the promotion of rural library service. A two-day conference and workshop for the Idaho State Library Planning Committee was held in January, 1958 with approximately 150 participants to plan for expansion and extension of library service throughout the State. An exhibition bookmobile stocked with 1600 books has been purchased and is being used to demonstrate the possibilities of mobile library service in Idaho. The State Library joined the Pacific Northwest Bibliographical Center in order to provide more complete interlibrary loan service to libraries and citizens.

Eugene D. Hart, State Librarian, feels that once Federal aid is withdrawn, the county, regional and district libraries will look to the State for supplementary funds. There must be stimulation from the State level for the formation of county and regional libraries since local people may not work for such larger units of service completely on their own.

Illinois:

Colin R. Lucas, Deputy Assistant State Librarian, supplied the following information regarding the Illinois program.

At the present time there are five specific projects underway with Library Services Act funds in Illinois. The first cooperative is Warren-Henderson County Library project. The interesting feature about this is that Warren County which has had a County Library for several years is extending its services by means of bookmobile stops and stations into adjoining Henderson County which has never had any library service. The project has not been completed but will be this fall, then the citizens of Henderson County will be asked to pass a referendum arranging for funds to continue receiving library service.

The second project is the establishment of a state regional library in connection with Southern Illinois University located at Carbondale. Many of the libraries in this area are small and inadequately supported.

The regional library will supply supplementary library materials for those libraries needing them and work toward eventual forms of cooperation among the 34 counties receiving service from the Center. One of the most interesting features of the program is the liaison between the regional librarian and the Community Development Project sponsored by and located at Southern Illinois University. Under this project teams of sociologists are sent out periodically to assist local communities to evaluate themselves and to point out ways in which their community can be developed. The regional librarian works with the sociologists and talks about public library development.

The third project was recently undertaken in one of the northern Illinois counties. In this project a public library located at Peru is expanding its service to become the Peru Community Library. Service is by means of Bookmobile stops, deposits and supplementary collections in 12 townships in LaSalle County and adjoining Bureau County. In seven of the towns this will be new library service.

The fourth project, named "Prairie Trail", exemplifies a slightly different type of organization. In this project, two township libraries, located in Ogle County, will cooperate to provide library service to ten presently unserved townships in Ogle and adjoining Lee Counties. This project has begun its schedule for twelve months, after which time the taxpayers will be asked to support the service on their own and form a district library.

The fifth project involves the expanding of an already existing State Library Regional Center at Savanna in the northern area of Carroll County. This Center which has been opened only three or four days a month for service will be opened six days a week to give service to approximately 30 communities. Service will be to libraries only and will include a delivery service by means of a station wagon.

Another interesting development is the plan to duplicate catalog cards for use in the Illinois State Library and to eventually make this duplicating service available to libraries throughout the State. The method of duplicating is the punching of a paper tape which can be placed in a reading machine which will activate an electric typewriter to reproduce as many catalog cards with as little or as much information as is required.

Trustees throughout the State were invited to attend the Secretary of State's Conference for Library Boards and Directors on May 26-27, 1958. The theme for the two-day meeting was: "V.I.P. is the Library Trustee". No particular attempt was made to get librarians to attend although they were welcomed. At the request of the trustees themselves, plans have already been formulated to hold a similar state-wide conference next year, indicating that this meeting was quite successful. To encourage attendance one official delegate from each library in a community of 10,000 or less had his meal expenses paid for the two-day conference.

Indiana

Indiana is not participating in the Federal program at present.

Iowa

The most interesting thing that is developing in Iowa now with funds from the Library Services Act is the Regional Field Office Program according to Ernestine Grafton, Director, State Traveling Library.

Iowa has 421 public libraries and no county in the State is without public library service. In some counties there are as many as sixteen libraries. With this over abundance of libraries and a very strong local interest in libraries, State Library Field Representatives are working to develop and improve library service in the regions.

Field offices have been set up in the following libraries, which are logical regional centers when the program reaches this phase of development: Northeastern regional field office, Cedar Falls; Northcentral regional field office, Mason City; Northwestern regional field office, Cherokee. Public Library; Middle western field office, Jefferson Public Library.

The Iowa State Traveling Library is the central reference center for the State for books, films and records. The large libraries are using the record collection for the unusual record and supplementary records, while the smaller libraries are using the record collections as exchange collections.

A film circuit has been set up with the state agency supplying films on reading, libraries, and books. Other films are borrowed on a cooperative arrangement from the State University of Iowa film collection. A total of $60,000 in books has been purchased to improve the reference collection.

Each State Library Field Representative will have a station wagon equipped with professional tools, a minimum basic reference collection, a portable film projector, a portable record player, and other necessary equipment that will be used when field representatives are working in the various libraries.

The Iowa plan calls for the establishment of federations of libraries in each of seven regions.

Kansas

Of special interest in Kansas has been the programs planned for library trustees. The Governmental Research Center of the University of Kansas was invited by the Kansas Library Association and the Kansas Traveling Libraries Commission to participate in a series of workshops for library trustees. A workshop was held at Colby in northwest Kansas on November 25 and in the southwest portion at Dodge City on November 26, 1957. Three trustees from each of the regions appeared on the program as panel speakers. Two workshops were held during the first two weeks in May.

Louisiana

The demonstration plan, operated successfully since 1926, is the pattern Louisiana continues to follow in developing libraries under the Library Services Act. The whole program is based on local financial participation from the very beginning and the assurance of continuing financial support on the local level after the demonstration period.

Under the plan, the State Library organizes and manages a public library in a selected parish for a year's trial period. The State Library provides the books and magazines, a bookmobile and its operation cost, staff, and miscellaneous items. The Police Jury takes care of certain overhead expenses. Before the end of the year, citizens are called upon to vote a special library tax to maintain their library. If the vote is favorable, the State Library leaves books on indefinite loan. The bookmobile may be used until it can be replaced.

Since Federal funds have been available, Louisiana has continued one demonstration opened in the fall of 1956, opened three additional demonstrations, and plans to open another in July, 1958. Three of the demonstrations have already voted special taxes which will provide adequate library services on a continuing basis. One of the demonstrations also voted a tax for the construction of a $80,000 building

Success of the plan, library officials feel, is due to several factors:

1. The legal identity of the new library is secured before opening.

2. Demonstrations are launched in parish areas where library interest has been voiced and in the chronological order in which parishes have passed their ordinances of library establishment.

3. Demonstrations have adequate facilities to demonstrate standard, worthwhile library service...

4. Demonstrations begin dramatically, declare their objective of making books play a vital part in the lives of people of the parish and the parish's total life, and have a publicly known terminal date...

At the present time eighteen parishes are without parish library service. Funds appropriated by the Louisiana Legislature allow for about two demonstrations yearly. All but four of the locally operated and financed libraries in the State are the result of demonstrations. There are a total of 44 libraries.

The addition of Federal funds has greatly accelerated the program, however, Sallie Farrell, Field Representative, is doubtful that the goal to cover the entire State with library service can be reached in the five-year period because of increased costs and the shortage of librarians.

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Massachusetts

"We in Massachusetts look upon this federal aid to libraries program as a springboard which will provide the necessary financial support to help accelerate our state wide library extension program and simultaneously improve our local public libraries," points out Alice M. Cahill, Supervisor of Field Services.

All Massachusetts residents have access to public library service. Of the Commonwealth's 351 cities and towns, all but four have their own community libraries; the people of the four towns obtain bookmobile service from one of the State supported regional library service centers. Thus, the problem in the State is not quantity but quality, according to Miss Cahill

Since Massachusetts counties may not levy taxes, the source of public funds to support libraries is the local real estate tax. It is most inadequate since 189 towns have a population of less than 5,000; only 19 cities have a population in excess of 25,000; and five cities have a population of over 100,000.

Due to limited funds, the Division of Library Extension has not been able to offer grants from the State to encourage library authorities in communities of over 10,000 to become affiliated with systems of libraries. The larger libraries would be giving far more than they would receive in a formal participatory arrangement. Therefore, the rich resources of already-existing large, municipal libraries are readily accessible in theory more than in actual practice.

During the five year period that Federal funds will be available, it is planned to demonstrate three ways wherein and equalization of local library facilities in Massachusetts can be effected. The three methods proposed for remedying the present structure of so many small library units while at the same time extending the rich resources of adequately-supported libraries in the large municipalities to adults, young people, and children in rural areas are:

1. An extension of state-supported regional library service centers in rural areas not now served.

2. An expansion of the guidance, advisory and consultative services available from the Massachusetts Division of Library Extension to local libraries and trustees through additional field advisors.

3. The coordination or federation of small, local libraries in rural areas with a nearby, large, well-established library located within each of the four proposed regional library systems covering the entire State. Thus, the three existing regional library service operations (auxiliary agencies of the Division) serving 95 towns will have been replaced by four which will encompass the entire State and its 351 cities and towns.

Among the accomplishments to date may be mentioned the opening of the fourth Regional Library Center in northeastern Massachusetts to serve 25 towns

with a population of under 10,000. Current service is restricted to a bookmobile operation with a staff of three. This is considered the first step in the regional development of a system which might eventually comprise 120 cities and towns. From the earliest planning stages, librarians, trustees and interested citizens have been invited to attend discussion meetings to assist in planning and developing the service. The mailing list developed from these regional planning meetings has been useful in keeping local people informed of each stage of developing a regional library operation.

A public library consultant has been added to the State staff, the first of several who, assigned on an area basis, will provide more efficient program advisory and consultative services, including a program of inservice training workshops and institutes for untrained librarians in rural communities.

The Western Massachusetts Regional Film Service will begin July 1, 1958 as an activity co-sponsored and co-administered by the Division of Library Extension and the Office of Audio-Visual Services in the Massachusetts Department of Education. Under the new program, 16 mm. sound films will be made available in 105 cities and towns. The inauguration of this free service will provide films to towns which never before have had easy access to 16 mm. films through their local public libraries.

Of special significance in the State has been the splendid library planning program. A Massachusetts Library Development Committee comprised of representatives from the Massachusetts Library Association, the Massachusetts Library Trustees Association, and the Massachusetts Board of Library Commissioners has been meeting faithfully at least once a month for the past two years. The nationally-known trustee, Mrs. George Rodney Wallace of Fitchburg is the co-chairman of this hard working Committee. The Committee has been gearing its thinking along the lines of working out the State's special problems in terms of:

1. Developing systems of libraries which include <u>all</u> libraries within a geographical region. This is a new concept in Massachusetts where regional operations since their beginning in 1940 have been looked upon by many administrators of large and medium-sized libraries as applicable to and of benefit only to rural libraries.

2. Drafting State legislation: (a) a State aid bill which would provide money grants to libraries meeting certain minimum standards (b) a bill which would permit the Massachusetts Division of Library Extension to contract with large municipal libraries in order that these libraries might be reimbursed for extending book, professional, and advisory services to nearby small libraries.

The Planning Committee of the Massachusetts Library Association has developed standards for Massachusetts libraries. Thinking in terms of systems of libraries, minimum standards were drawn up on book collections, hours of opening, and educational and professional qualifications of library personnel. These standards were approved by vote of the Association's membership at its annual meeting in June, 1958.

Minnesota

The first major achievement in connection with the program was the successful campaign to get state-aid for libraries in Minnesota for the first time in history. The Minnesota Library Association, with the cooperation of the Department of Education and many state-wide organizations worked to get the appropriation. The Library Division, according to Hannis S. Smith, Director of Libraries, may use as much as is matched by Federal funds up to $250,000 a year.

In Anoka County, a citizen group consisting of the librarians and library boards of the two public libraries in the county, plus the county agricultural extension people, with other citizen support, successfully induced the Anoka County Board of County Commissioners to provide over $10,000 to meet the requirement for their county to receive a grant. They received just over $58,000 to get a new county library established. The board has been appointed and is now getting a librarian, new headquarters facilities, and ordering a bookmobile.

Some eight counties have well-organized county-wide citizen committees working toward getting rural library service started in counties. They plan to join neighboring counties to organize library systems. Some groups hope to secure the necessary qualifying local money by direct action of County Commissioners. Others will find it necessary to take the issue to a referendum in November. Seventeen other counties are at various stages of getting organized.

Over 2,000 lay citizens are already members of various local library development organizations. There have been bookmobile exhibit-demonstrations in 12 counties, and these local committees have been successful in getting more than 10,000 fellow citizens to inspect the bookmobile and hear the librarian tell what it could mean to them.

Many local people are cooperating in writing local newspaper publicity to help convince others of the value of spending local tax money to get library service started with help of aid funds.

A number of service improvement grants, totaling over $100,000, have been made to existing county libraries. Their boards and their County Commissioners are already committed to spending more money to keep the improved services going next year. All grant programs require considerable local support, plus the assurance of continuation with support from local funds. Nine counties have received grants and all are established as permanent institutions.

The whole program depends on the activities of local people for real success. Some have traveled 40 miles over ice and snow to attend the meeting which started things off in their area. Volunteer workers do mimeographing, appear on the radio, and use other means of getting libraries started.

Mississippi

The past 20 months have been the busiest of our lives, says Mrs. Lura G. Currier, Director of the Mississippi Library Commission, "every day of which has been full to the brim of heart warming human interest stories involved in the thrilling business of bringing books and people together."

Mississippi was already in the midst of a booming library development program. Federal funds made a difference. Plans were waiting for money for their implementation. The first year's $40,000 was received on February 18, and by early April, 38,048 Mississippians in three counties had library service in operation through these funds that never had a library before in the history of the State.

No help is given to a county until the people have made local effort to the extent of a one mill countywide tax and have contributed much other local work. Determined efforts are for the Federal funds to help build a sound library program.

Much ground work has been done in Mississippi. An excellent state library law provides a sound basis of operation. Due to the vision and foresight of leaders in the 1930's, the present legislation was secured. A sound library plan was evolved through 1948-1950 with a Library Survey.

It is significant that the Hometown Development Program of the Mississippi Economic Council and the Library Services Act program got under way almost simultaneously. When committees working on the Hometown Development Program began asking the Library Commission for help in securing libraries for their various towns, the Director could offer something besides advice. Federal funds were available for books and personnel. The Hometown Development Program has broadened community concern for the library and has shown that the library is an integral part of the whole life of any good town and county.

The year 1957 was one of impressive victories in extending library services. Two new multi-county units were established. On January 18, 1958, the town of Rolling Fork held the formal opening of its new library, which will serve Sharkey and Issaguena Counties. The library was in operation in less than six months from the first contact with the Commission. On opening day the school band played, lending a festive air to the occasion. The fact that 14 volunteer non-salaried librarians have temporarily settled the personel problem may be an experiment worthy of further observation. All have attended both training sessions conducted by the State field staff. It is also noted that Rolling Fork trustees attended the state library association meeting three months before their library was in existence.

With inspired leadership on the state level, and an aroused, enthusiastic citizenry on the local level, it is expected that Mississippi's 15 counties without library service will not maintain that status for long.

Missouri

The Missouri Plan offers four different projects in which to participate, namely:

A. Demonstrations to neighboring unserved areas; B. Trial periods, in return for substantial cash grants, of affiliation with a bigger library; C. Cooperative programs in a region or district of the State for several libraries; and, D. In-service training sessions for librarians on duty and scholarships for prospective librarians.

Paxton P. Price, State Librarian, reports the following results for this year:

Project A. One such demonstration this year, resulted, after six months, in permanent, voted establishment--and seven days later, joined the region which gave the demonstration. This fast action was the result of an informed soponsoring committee whose members became trustees of the new library. Another such demonstration is under way, and another will start this summer.

Project B. One case this year; and after three months' trial, the old municipal library wants to permanently and legally merge with the county library with which it has a trial demonstration.

Project C. No projects are under way this year, but one is in the planning stage for next year.

Project D. Good participation is reported for the training sessions for librarians--almost 100 percent. Of five $2,000 library school scholarships available, only two were taken.

Four new county libraries have been voted into permanent, legal, tax-supported existence since April 1. Sponsoring committee members in each of these counties ultimately wind up as trustees--and it is these people who promote the vote issue with the general public, which is, again, proof of what trustees can do if they only see the goal, make a bold decision to act, organize for action and be resolute in seeing the goal reached.

There have been three sizable, old municipal libraries legally and permanently merged with their surrounding county libraries as a result of the conviction and action of an inspired trustee leader in each case. These moves were for permanent improvement in each case.

The Missouri State Library plans to make a sound filmstrip on the function of library trusteeship envolving the exact nature of policy making as contrasted with the administrative function exercised by the librarian. This will be done with Federal funds.

Montana

Two federations of libraries were in existence and ready to participate in the first two demonstrations under Montana's plan, when Federal funds were received on April 1, 1957.

Lincoln and Flathead Counties make up the Northwest Montana Federation. Cooperation had started several months before Federal funds were available. Cooperative book buying and centralized technical processing were set up and the four relatively strong existing libraries shared service in every possible way.

According to Mrs. Ruth O. Longworth, Secretary of the Montana State Library Extension Commission, the Five Valleys Federation program is almost entirely due to the vision and the determination of the library trustees. When the opportunity for improvement through cooperation was offered, the trustees quickly went into action to get community support. In one short year, the changes have been phenominal. The Five Valleys Federation includes seven counties and has one strong central library and six small units participating.

The state agency has been strengthened in several areas. It moved from cramped quarters to a large and spacious building in Missoula. The Commission has taken on the centralized technical processing for the Five Valleys Federation, a service which can well be enlarged to include the new federations. A state-wide film circuit will be inaugurated, with films and clerical help provided by Federal funds.

A great deal of preliminary work has been done in the new areas to be developed. Thousands of bulletins and newsletters have been mailed to libraries and to lay people to inform them of possibilities of future development under the Library Services Act.

Nebraska

The first grant of Federal Funds in Nebraska was used for bookmobiles and books for the projects. Some new equipment was bought for the state agency to facilitate the processing of all books for the projects.

One project demonstrates in a regional system how local libraries working together can furnish adequate services to all citizens in the cooperating areas. Another regional project is located in three north central counties. Two of the counties have never experienced library service before. Bookmobile service was begun with a unit belonging to the Public Library Commission which will be used until the one ordered for the project is delivered. The counties in this project cover a large area and they have a sparse population.

At the end of the demonstration period for the regional projects, the Nebraska Public Library Commission expects to have extremely good background data which can be applied in most other areas of the State, according to Louise A. Nixon, Executive Secretary.

The Nebraska state agency as one activity under the Library Services Act sponsored and planned a Governor's Conference for Public Library Trustees which was held May 13-14. In planning for the conference, the first meeting ever held for Nebraska Trustees, the planning committee made use of many outstanding board members in the State.

"The Library trustee holds in trust the recorded treasures of all times for man's use today," was the theme for the conference. The objectives of the conference were to discuss the role of the library as an active force in today's society and to reassess the qualifications, selection, duties, and position of a library trustee.

The purpose of the First Session was to develop an understanding of the importance of the library in a changing society. Alred Stefferud, Editor, U. S. Department of Agriculture, was the principle speaker. Trustees held a symposium during the Second Session to analyze the responsibilities of library trustees and to identify the problems they face in carrying out their responsibilities. A second phase demonstrated one method of using library materials as a basis for discussion of problems. The purpose of the Third Session was to identify specific problems which trustees face in fulfilling their responsibilities and to introduce and suggest uses for resources of importance to trustees in their self-education as library board members, in interpreting the library to the community, and in the solution of library problems. Noted library consultants were on hand to work with trustees during the three sessions. A panel of experts discussed the points brought out in group discussions.

The conference gave added enthusiasm to a great many board members, gave them an awareness that library problems are not strictly local problems but problems which they can talk over with others, and displayed the great fund of strength which the library profession in Nebraska has in its trustees. An interesting sidelight of the conference is that one board member went home with such enthusiasm that she and her librarian are planning a buffet dinner at her house for all board members from a large area in that part of the State in order that they might share in what they received at the Governor's Conference.

"We are firm in our belief that our plans and projects under the Library Services Act will be fruitful. Many times when consultants from the Nebraska Library Commission are visiting and working in the projects they are made aware of the seeds of library services being cultured. In the Sandhills project, a youngster told Mrs. Marcia Smith, the County Superintendent of Schools, 'When we count our blessing we include the bookmobile!.'"

Don Wright, Library Services Act Consultant, and Miss Nixon believe that part of future programs under the Act will be workshops and institutes for library trustees.

Nevada

Nevada was unable to qualify for Federal funds the first year. Of prime importance in the State program for the second year has been the survey of public resources and service with recommendations for the future of library development. The survey was made by Mrs. Gretchen K. Schenk, nationally recognized expert, and is scheduled for release in the near future.

Groundwork has included a Library Interpretation Program under Miriam E. McNally, public relations expert, to let Nevadans know just what modern public library service comprises. Mrs. Constance C. Collings, State Librarian, further states that a part of the funds have gone toward a re-cataloging of the State Library book collection. Some $5,000 worth of new books have been purchased for the whole State to draw upon.

Seven county libraries entered upon improvement programs financed in part by Federal funds. Three libraries are being completely reorganized as a part of the program, and each has already reported sharp increases in library use and book circulation.

The use of interlibrary loan and supplementary collections to make more books available to the patrons of each local library has increased rapidly in the past few months. This has been interpreted as a very concrete sign that library patrons are getting more of the books they really need.

New Hampshire

One of the primary aims of the New Hampshire plan is to stimulate the interest of the general public in libraries and what they have to offer, according to Emil W. Allen, Jr., Assistant State Librarian. A public relations firm has been hired to work on this plan. Groups such as Senior Citizens Groups, Friends of the Library, and Teen-Age Book Clubs are being established at various places throughout the State. Three-dimensional posters featuring science as a career, complete with a small book collection and a book list, are being distributed to libraries in the State. Posters advertising the library's wares are also being distributed in quantity. The above materials are designed to be displayed in places outside the library.

Certain key communities are being chosen for complete survey of both the library and the community's attitude toward library service. Once a survey is completed, a report will be given to the local board of trustees with recommendation for future action. The state agency will assist in future action if they so desire.

The following little story is told about a person who may be the oldest "librarian" in the country. The Dunbarton library has established a book delivery service for shut-ins. This is a smaller dispersed community. One of the people who takes great pride and derives much pleasure in delivering these books to shut-ins is a man in his eighties.

The American Legion and the Veterans of Foreign Wars have agreed to supply the labor and some of the materials necessary to transform an unfinished basement area into a modern children's room.

New Jersey

During the first year, Federal funds were used in New Jersey to strengthen the state agency so that it could provide more reference services and place increased emphasis on consultations, workshops, and institutes.

The second project, a regional demonstration, enabled the establishment of a branch of the State Library under the direction of the Public and School Library Services Bureau. It is known as the Tri-County Library Services Center and includes Cumberland, Gloucester, and Salem Counties. Its chief purpose is to supplement resources of existing public libraries and to give bookmobile service where there are no local libraries. This area in the southern part of New Jersey was chosen for the demonstration because 184,482, or about 80 percent of its people live in rural areas.

Expansion of the Tri-County Center's facilities continued in fiscal 1958. Approximately $17,000 is scheduled to be spent for books, primarily for bookmobile service and extended loan to area libraries in traveling collections. These materials will remain a part of the Bureau's resources and will be available on short-term loan to libraries and individuals without library service throughout the State. Mrs. Janet Z. McKinlay heads the Public and School Library Services Bureau.

New Mexico

Mrs. Irene S. Peck, Executive Secretary of the New Mexico State Library Commission, reports that three regional library programs, covering sixteen of thirty-two counties, have been set up. A fourth region comprising five more counties is expected to be in operation by early fall.

Funds for the fiscal year 1957 were received in May and the Northern Region has been in operation since that time. It is staffed by two professional people, a clerical assistant and a clerk-driver. The staff works with the established libraries, sets up library stations, and serves twenty communities by bookmobile. Each Region has a station wagon and a Gerstenslager bookmobile.

In describing the region, Mrs. Peck says, "the Northern Region is a very interesting one. It is made up chiefly of many very small communities, mostly Spanish-speaking families, though the young people speak and read English. This is beautiful but rugged mountain country. Some of the communities are very old and quite isolated. Excluding Santa Fe, there are only four small libraries in the four county area and New Mexico counties are large ones. The four little libraries circulated a total of about 34,000 books last year. From the Center and the bookmobile, 59,784 books were loaned in the first 8-1/2 months of this year... This is to people who have never before had access to books. One of their stops is

an Indian Pueblo where they loaned 64 books the first month and over 1,000 a month the last three months. The population probably does not exceed 2,000 people."

The Eastern Plains Region was established in July and service began in December. The program received wonderful support from the Home Extension Clubs and the Commission was asked to exhibit a bookmobile at all their district meetings this spring.

Progress in the Southwestern Region is slow because of the difficulty of finding professional personnel to direct the service. However, work is going ahead with untrained but experienced people who are under the supervision of professional consultants.

The prospect is good for opening the fourth region in the fall because of the enthusiasm of the local people who are anxious to have the Center and are willing to provide very desirable quarters from which to operate. It is expected that two more regions will be set up before the end of the five-year period, thereby covering the State.

In setting up each region, the Library Commission has required that they provide rent free quarters for the Center. It is expected that some local funds will be provided by those regions who have had service. New Mexico's fiscal system differs from that of most states. Funds are appropriated at annual budget hearings. It is not possible to vote a mill levy for libraries. Regional service is expected to be permanent after sufficient demonstration of its value, but many counties are very poor and for these State aid will be necessary to supplement local funds.

Plans for centralized processing are now in progress. The idea of centralized cataloging is popular and it is hoped that service can be offered to all public libraries. A carefully controlled cost accounting study will probably be undertaken.

New York

Irving A Verschoor, Director, Library Extension Division, goes on record with the statement, "We do feel that the Library Services Act is enabling us to open new chapters in the history of library extension work in New York State."

The Library Extension Division has been able to employ enough field consultants to double advisory visits to rural libraries. One rural librarian, who had not seen an extension worker in seven years, said, "Now I feel as if I belonged again."

There is evidence that much can be accomplished by having consultants work in specialized fields, such as a children's consultant to field work at State and regional levels with rural libraries.

A cooperative book project involving sharing of rotating collections of science books for the layman is underway, with 20 libraries in three

counties. This project grew out of a request from the area for a project that would bring the libraries closer together.

A new bookmobile has been equipped and will be used for demonstration purposes. The first exhibit tour began on April 14, and since this date has visited 14 counties, making stops in over 158 communities. Advanced planning and publicity by the Library Development Committees in the areas visited, insured a generous response by the public. Excited crowds of children and adults were often waiting for the bookmobile to arrive. The only disappointment shown by the people occurred when they were told that the books were not for loan, but were a representative collection of books and materials that could be made available to all residents of the State in their own communities.

Trustees have actively participated in workshops in basic library practices, sponsored under the Library Services Act. System planning by trustees, librarians and citizen groups has been strengthened by grants to enable them to visit and study existing library systems. The first cooperative library system in New York State formed under the 1958 legislation, and serving three counties, benefited from these planning grants. The recognition of the improtance of trustees in bringing about change in library organizational patterns has been of inestimable value in planning the development of library systems.

Workshops on children's, young adult or references services have covered nearly three-fourths of the State. When asked for comment, the participants reply, "Want more of same," "This is what we need," "Enjoyed opportunity of coming together and sharing problems," "Helpful to see new book exhibit."

Scholarships are enabling worthy students to enter the library profession. The scholarship program for the graduate year in librarianship was initiated under Federal funds.

North Carolina

In summing up activities carried on with the aid of Federal funds, Elaine von Oesen, Extension Services Librarian, says that five branch libraries have been started. With the exception of one library, the local community furnished appropriate quarters and equipment.

A total of 21 bookmobiles have been purchased, only two of which were bought entirely with Federal funds. These two bookmobiles each serve cooperatively three counties. No more than $1,500 of the purchase price of the other bookmobiles came from Federal funds.

In 1952 every county and regional library board adopted a "Ten Year Plan" for its library. The Federal aid program became available midway of the ten-year plans and provided an impetus for evaluating, revising and carrying out proposed extension of service in library systems in the State. It also provided additional funds to expand services at the state level to supplement local library personnel and resources.

North Carolina is so predominatly rural that the limitation to rural library service as defined in the Library Services Act necessitated no great change in general plans.

There is a growing willingness among trustees in the State to plan cooperatively with other libraries. There has been no financial incentive for larger units of service. State aid is equally available to each county whether or not it enters a region. In making grants from Library Service funds, the State Library Board gives priority to libraries making cooperative plans.

North Dakota

Much progress has been made in North Dakota in supplying library service to rural areas, writes Eva Fogderud, Assistant, Federal-State Library Project. Activity has been most evident in three separate areas of the State. A regional area in the northwestern section was the first to receive Federal funds. Williams County has already provided for continued maintenance of the headquarters library. Mountrail and McKenzie Counties, the two other counties in the regional organization, will petition for tax levies in July.

The second region that is developing a program is the McLean County Area in the central part of the State. The Riverdale Public Library was turned over to the county and became the service center. This library with its stock of books to which many new ones have been added, has been a great help to the county in promoting bookmobile service. Mercer County has indicated a desire to be part of the area and has secured petitions necessary to insure local support within a year.

Logan, McIntosh, LaMoure, and Dickey Counties comprise the regional library set-up in the southeastern section. Extension of public library service by means of a bookmobile has been demonstrated during the past year. Regular service will be extended to all counties as soon as 51 percent of the voters have indicated by means of a petition that they are in favor of rural library extension.

The State Library Commission operates a demonstration bookmobile which is available to all sections of the State interested in the possibility of library service. This bookmobile was paid for in part by the North Dakota Federation of Women's Clubs, who have done much to promote libraries in the State.

A portion of the Federal funds have been used to strengthen the State Library Commission. Two persons have been added to the staff, and substantial contributions have been made to the reference and vertical file collections.

Applications are on file in the state agency from various areas in the State asking for help in establishing county library service. Areas evidencing the most local interest receive first consideration.

Ohio

The organizing of local library service on a countywide basis has been the pattern followed by the Ohio State Library since 1935. With the addition of Federal funds the program has been accelerated.

Trustee activity in the State during the past two years has been outstanding. Ruth Hess, Supervisor, Library Services Project, points out that trustees in Ohio, as a whole, have always worked hard for increased income for their libraries. Recently this has been demonstrated again and again. Four bookmobiles were offered to county extension center libraries without such service. One of the stipulations in the Bookmobile application was an increase in the library budget of $5,000 a year guaranteed by the local county commission. In the case of the libraries that applied for bookmobiles, it was the trustees who worked with the budget commissions to get the increased funds.

An outstanding example of trustee activity has been shown in one southern Ohio County. Two small libraries in the county do not have facilities or budget large enough to undertake extension work. This winter, the State Library worked out a program whereby it would furnish bookmobile service on a contract basis. The budget commission could not give them any more money to begin operation in July, so each library board has appropriated funds from their own budgets to start the service immediately.

Two area wide programs are in the planning stage, however, progress has been slow. Cooperation and centralization of technical services is appealing to these libraries and their boards of trustees. In general, not too much interest has been evidenced for consolidation of libraries within a county and even less for two or more counties. It will take time, but there is hope that one of the area planning groups might, after several years, produce something more permanent than a contract arrangement.

To date all the Library Services Act programs started in Ohio have been ones that can become self sustaining.

Oklahoma

The first three bookmobiles in the State to serve rural areas were dedicated by the Governor on Capitol grounds and are now rolling along over the Oklahoma landscape, attracting enthusiastic readers to the roadside at every stop.

One of these bright red, yellow-lettered libraries on wheels, was sent to the newly organized Osage-Pawnee multi-county library. The second will serve the Cleveland-Garvin-McClain county area and the third bookmobile will be used by the state agency for demonstration purposes.

One of the counties which is now part of a multi-county library system formerly had no public library within its boundaries. Two city

libraries have been established as a result of interest created by the multi-county systems. The cities provide quarters, utilities, staff, and some books.

Esther M. Henke, Extension Librarian, Library Extension Division, Oklahoma State Library, estimates that library services have been extended to more than 80,000 persons formerly unserved.

Oregon

Oregon has plans for a progression of experiments of various types using different methods. Combined efforts aim at an integrated library system in Oregon's 36 counties. More than half of these counties have headquarters' libraries at their county seats. Although 21 of the counties provide funds for public libraries, only 16 give service to the entire county. A total of 81 libraries are operated as municiapl or village libraries and frequently are inadequately supported.

The Central Oregon Regional Library consiting of Jefferson, Crook and Deschutes Counties with headquarters in Bend, is perhaps the most ambitious project to begin operation under the Federal aid program. The librarian for the regional library reports that budgets for Jefferson and Crook Counties have doubled and tripled local budgets since the beginning of the Library Services Act program.

The North Coastal Regional Library Project includes Clatsop and Tillamook Counties with the possibility of adding another county. Independent projects have been started in each county, with plans for integration of the activities after July 1, 1958. Each county has a bookmobile project and two similar projects are planned for other counties.

Eloise Ebert, Assistant State Librarian and Head of Extension tells of many outstanding achievements. Members of county courts, on their own, are writing in to find out how they can get a bookmobile for their county. They have visited the Exhibit Bookmobile when it was in their area, and have heard the enthusiastic report of the rural people. Some running for office have, as part of their platform, stated, "In favor of rural library service." The state agency has far more requests for projects than it can possibly meet, but Miss Ebert says the interest is there and they will not wait for grants-in-aid to get started. A favorable climate of opinion for improved library services exists.

Eleanor Stephens, State Librarian, sends along heart-warming stories of cooperation on the local level. It is told how one civic organization had undertaken to sponsor a remodeling job for the public library in Astoria and for various reasons couldn't finish the work. On hearing of the plight the financial secretary of a local labor union relates how Astoria carpenters came to the rescue.

"So, we rendered a public service by installing ceiling material and closing in two large garage door openings for the public library." An

average of six men donated their time for ten days in completing the project. The only cost to the library was "coffee."

The Astoria library is not eligible for Library Service Act funds, but is acting as a sort of pilot library, permitting use of its books and processing the bookmobile books that are acquired through Federal funds. "This is all a part of our North Coastal Regional Library, and evidence of cooperation such as we've never had before..." says Miss Stephens.

Pennsylvania

Several factors have combined in Pennsylvania to bring a greater awareness of and interest in the problems of public libraries within the last few years, explains Ralph Blasingame, Jr., State Librarian. One of these factors has been the Library Services Act. The fact that it was in force was a compelling factor in the strengthening of the State Library during the past year.

Because there was no State Librarian for several years, Pennsylvania was somewhat retarded in getting the Library Services Act program under way. One important outgrowth of the plan has been the appointment by Governor Leader of a Commission on Public Library Development. A very intensive study of public libraries is now under way, financed as part of the Library Services Act plan. It is believed that the results of the survey will serve to impress upon library trustees the importance of their work and of securing adequate support for libraries.

It seems that the federation of local libraries into regional systems probably represents the future course in the State.

Rhode Island

Public Library Service in Rural Areas, a division under the Department of State, is the state agency promoting the Rhode Island Plan since January, 1958. Elizabeth G. Myer, Supervisor, heads the division. The library-minded Secretary of State, John A. Notte, Jr. and Dr. Grace Sherwood, State Librarian, worked untiringly for the organization.

Early weeks were spent in renovating new headquarters to have the building ready for occupancy by March. Office equipment was ordered and routines were established. Book ordering began immediately and by April 1, the forty-one libraries included in the program had been invited to visit headquarters to examine books. Selection of books for these libraries is based on needs expressed by their libraries. Basic tools for a librarian may be examined and consulted. Sample sets of leading encyclopedias are on display.

Between March 24 and May 29, ninety-three librarians and trustees visited the agency, made book selections there, and conferred on library problems. "Such a 'turnout' during a short period is electrifying to us,

Plans are to begin the regional library demonstration in July in a region composed of Barnwell, Aiken and Edgefield Counties. This region has a basic population of 100,000 and a basic budget of $100,000 per year. Half these funds comes from local sources, the other half from State and Federal funds.

Local effort in South Carolina has been directed toward getting projects started, attracting young people to the library intern program and advertising the new services available from the state level to the local library.

Tennessee

The Tennessee program under the Library Services Act is based on a State plan of regional development which was already in operation. The first Federal funds were used for a new regional library center in Sparta, with a portion going to the processing of books, and to purchase a small beginning book collection for demonstration counties.

Seven rural counties are participating in demonstrations of public library service during the second year. The demonstrations are set up for two years and at the end of the period these counties will be required to furnish funds for the operation of their local libraries in order to remain in the regional library system.

A splendid example of local effort to supplement Federal funds has been noted in Haywood County. Mary Nelson Bates, Field Librarian of the Public Libraries Division reports that in addition to a substantial investment of time and talent, a total of $2,916.70 was contributed over and above the small appropriation available before the demonstration started. The repair and redecoration of the Carnegie Building and the promotion of library service inspired an all-out community effort. Individuals, organizations and industry shared enthusiastically in the project.

Eleven regional library centers used approximately $6,000 each in Federal funds for improvement of service to rural counties. All libraries bought new books, some were able to add personnel, and others moved into better quarters. Three metropolitan counties received funds for the improvement of library services to their rural areas.

Miss Bates is of the opinion that library trustees in the seven demonstration counties realize the importance of securing local financial support because they know the demonstration will end on June 30, 1959. It is expected that trustees in other counties will realize the importance of increased financial support for the regional library center.

During the past year there has been a marked growth in the interest and activity of trustees and an increased awareness of the value of community studies, reading institutes, and similar programs.

Texas

In a recent release, Mrs. Bess Ann Motley, Director, revealed plans and progress in Texas. The Texas plan calls for two main types of library service to be carried out during the five-year period of the Act. First, State-wide Planning and Service and second, Regional Library Service Demonstrations. In reporting on the second phase of the program, Mrs. Motley says that three multi-county bookmobile demonstrations are playing an important part in the implementation of the Texas plan.

Good publicity has heralded the demonstrations. The press, photographers for newspapers and television, prominent citizens, and library board members have been among the crowds that greeted the beginning of bookmobile service. The following account records evidence of a splendid public relations program:

"The Central Texas Library Service Area can boast of the first demonstration to be in full swing in Texas. Under the leadership of Miss Edwin Sue Goree and Judge Joe Evans, the County of Burnet became the center for early planning which resulted in the meeting of all requirements to form the 'Burnet-Llano-Blanco Multi-County Bookmobile Demonstration'. This development was to be followed very soon by others that serve as milestones in Texas library history.

"On November 20, 1957 the first State Library Bookmovile rolled into Austin and was met at the capitol building by W. B. Harwell, State Librarian, and Bess Ann Motley, Director of the Texas Rural Library Service. With the capitol as a background, the shining new red and white bookmobile was photographed by newspaper and television cameras...

"On January 7, 1958 this bookmobile arrived in Llano at a headquarters furnished by the Llano Public Library. Here it was met by Judge R. P. Williams of Llano County, Judge Joe Evans of Burnet County, Mrs. Elmer Dale of Blanco County, County Commissioners, Library Board Members, and citizens of the three Counties.

"And again, newspaper and television cameras recorded the events of the welcoming ceremony. On January 10, a celebration was staged at the Burnet Public Library to mark the arrival of the bookmobile in Burnet County... On January 18, the town of Blanco turned out the High School Band to help in the welcoming ceremony... On this occasion 'Red Rover' of K. T. B. C. made films for the Paul Bolton News cast...

"The South Texas Library Service Area is the site of the second bookmobile demonstration because of the early groundwork laid by the Rio Grande Valley Library Association. Here the three Counties of Hidlago, Starr and Willacy fulfilled the requirements... The bookmobile for this area, loaded with books, was sent down in time to be in the parade of the Texas Citrus Fiesta on February 1. After the parade it was open to all visitors at the Fiesta. This demonstration had a widely publicized

introduction through thirteen newspapers--including one in Spanish, two T.V. stations, and radio broadcasting stations on both sides of the River..."

The East Texas Library Service Area became the third demonstration because of the early efforts of the Friends of the Library at Bryan, headed by Mrs. W. L. Russell, President. Leading the group in their own County, they also helped enlist four neighboring Counties to organize a multi-county bookmobile demonstration.

The first Regional Library Service Demonstration in Texas is scheduled to begin by September 1. This demonstration will take place in the Coastal Bend Region. The program will demonstrate adequate library service for those living in towns of 10,000 population or under and will strengthen library service of the participating libraries.

Vermont

According to plans, the Free Public Library Commission will organize and supervise programs and types of services which will strengthen its existing services. Another feature plans to demonstrate to small groups of libraries the service which can be extended by having services of a trained librarian who will work with the local organizations, making better use of existing services and coordinating programs offered by the regional library center with demands and needs of local communities.

Mrs. Jane B. Hobson, Executive Secretary, points out that twenty Workshops on book selection, weeding, reference, promotion, cataloging, classification, and story-telling have been held in Vermont. Trustees have been encouraged to attend and each Workshop has seen the attendance of more trustees. Trustees have been encouraged to assist with library services in their own library. Mrs. Hobson thinks there will be greater interest and participation of trustees as the Federal program continues.

Virginia

Federal funds in Virginia are being used to strengthen the inadequate service of legally established rural libraries. During the first two years, no single program using Federal funds alone has been undertaken, however, the State Library may do so in the coming year, according to Randolph W. Church, State Librarian.

Federal funds have meant essentially that existing libraries have been able to secure larger grants than could be secured from the State funds made available in the past. The plan calls for additional aid for 20 existing public libraries giving rural library service. Federal aid further means that more demonstration libraries can be begun than would be possible with State funds alone.

Virginia has long had the necessary basic legislation for library development but has lacked funds locally to implement the program.

Washington

The Columbia River Regional Library Demonstration is the one project in the State of Washington which is the outgrowth of the Federal Services Act. Federal and State funds are being used for this demonstration project which encompasses five counties in North Central Washington. The State did not have funds with which to match Federal funds during the first year of the Act, so that it is just now closing the first year of participation in the program.

Several months were spent in preparation for the demonstration. Books, equipment, bookmobiles, and staff were acquired. In April, the participating libraries received their first shipment of books and bookmobile service was initiated the first week in June.

In this five county area, fifteen libraries are participating in the demonstration project. These include the largest, a city-county regional library, with a book collection of 85,000 volumes to several small community libraries of several hundred volumes.

Dorothy Cutler, Library Consultant, can cite several instances where library activity and interest in the library have been stimulated by the presence of the demonstration in this area in the short span of less than one year.

"The outstanding example is Oroville, a town of fifteen hundred population, located on the Canadian border. This small library was located in locked cases in the Community Club. We had long ago pointed out that this was hardly an ideal situation for public library service. The prospect of added books and other resources being available through the demonstration program spurred the library board to campaign through the community for donation of money, materials, and labor toward a library building. As a result, today there is a fifteen hundred square foot addition to the Community Club designated entirely as the public library. This community has proved to be most enthusiastic about the demonstration, and has now readied itself to gain the fullest benefits possible from the service.

"Not far south of Oroville is Omak where we have located one of our sub-regional centers from which a bookmobile operates. When the library board learned that we would be locating a center in their county, and what our requirements would be in the way of space, they immediately began promoting the idea with their City Council. By budget time, then, the council provided a substantial increase so that larger quarters could be rented on the main street for an enlarged area for the public library, as well as space for the bookmobile operation.

"The same interest and enthusiasm is duplicated in Moses Lake, another of our sub-regional centers. This is a newly established public library having opened its doors in January, 1956. Moses Lake is located in the heart of the Columbia Basin which is a fast growing farm and industrial area, stimulated by the water and power from Grand Coulee Dam. The city

here has also provided enlarged quarters for the public service area of the library, as well as stock areas and a loading area for the bookmobile operation.

"The headquarters for the demonstration is located in Wenatchee where also is located the North Central Regional Library, serving Wenatchee and Chelan County. This is the largest library in the whole area, and the only rural library in the State of Washington without bookmobile service. The demonstration project is providing a bookmobile to "demonstrate" this service to the people and officials of this county. At the same time it will be used to service the rural areas of the neighboring Douglas County. In return, the project is drawing upon the book stock to use on the bookmobile and to fill requests throughout the five county area.

"The whole aim of the demonstration is, of course, a locally supported and administered regional library. At the general election of 1960, the voters of the area will decide at the polls whether or not to tax themselves to support this service. In addition to demonstrating library service, per se, we are also showing the feasibility of the five county area as one administrative unit. Admittedly, this is the largest geographic area in the state in which to do this, but we in the State Library and Library Association here in Washington are convinced that it is feasible as well as absolutely necessary in order to provide minimum standard library service."

West Virginia

In West Virginia the plan for library extension is an expansion of the program that has been in effect for about eight years. Since Library Services Act funds have been available, Dora Ruth Parks, Executive Secretary, has noted a growing willingness for the counties to join forces with other counties so that all will have a stronger program.

The nature of the demonstration program results in less rapid results than are evident in some states where money grants are made directly to an area. A full year is spent in the survey and preparation stage in advance of each demonstration, which runs for three years. The Library Commission supplies basic book collections and bookmobiles, recruits librarians, and helps with organization of a region after the counties have agreed to necessary local support.

Federal funds were used the first year to complete the basic collection for the second demonstration. During the second year, surveys of two counties were done by the Library Commission and resources will be available as soon after July 1 as the counties involved assume their financial obligations. Effort in this direction has already been manifest. One of the counties had a $15,000 appropriation for county service this year for the first time. The funds have been used for alterations to a drug store which will be used as headquarters and for the purchase of library equipment.

The West Virginia Library Commission headquarters have been strengthened. Centralized ordering and processing as well as the general reference

and loan collection were moved from cramped quarters into a building across the street from the State Capitol. Consultant and administrative offices will continue to occupy a ten-room dwelling.

Wisconsin

In the planning stage of the Wisconsin program, workers had the findings of the survey, Wisconsin-Wide Library Idea (1948), to use as a basis for arriving at ultimate goals.

Considerable variety is shown in the organizational pattern for extending library services. The Wisconsin Free Library Commission foresaw the development of coordinated systems of libraries under its direct supervision. One method to be tried suggested temporarily establishing and financing regional offices to provide consultant services, inservice training, integrated reference and audivisual service, coordinated book selection and exchange of books, with a provision for book buying, processing, and cataloging to be made by contract.

Library trustees are enjoying a very exciting year, according to S. Janice Kee, Secretary, Wisconsin Free Library Commission. Of special interest was the "Governor's Conference for Library Board Members," which was held on June 19-20, 1958 in Madison. The two-day meeting was sponsored by the Wisconsin Library Trustees Association in cooperation with the Wisconsin Free Library Commission. The program emphasized the place of the American public library in the lives of its citizens, the laws affecting the public library in Wisconsin, the financing of the library, and the service angle. The program was concluded with an outlook on the job ahead for library trustees.

Wyoming

Wyoming is not participating in Federal Services Act funds.

TERRITORIES

Alaska, Guam, Hawaii, and the Virgin Islands are now administering approved plans for the extension and development of public library service to rural areas. Puerto Rico will be eligible for Federal funds as soon as its plan is approved. Interesting progress reports have been reviewed for Hawaii and the Virgin Islands.

Hawaii

The library set up in Hawaii is unique in that the Territory pays for the entire support of library service from its operating budget. The Library of Hawaii serves as a state agency only to a limited extent; its chief function is that of supplying library services to the city and county of Honolulu. Each of the counties, on neighboring islands, has its own

library and budget, but all, including Honolulu, are territorially supported.

The island of Hawaii, largest in the group, is the area receiving major financial assistance from Federal funds. Its library support per capita during 1956-57 was only $1.44 as compared to the ALA minimum standard of $3.41. When the biennial legislature meets again in 1959, assurance has been given that the island will, as a result of the boost in Federal funds, ask for sufficient funds to bring the budget up to minimum standards.

The Library of Hawaii serves the city and county of Honolulu as well as being the territorial library. Mrs. Mabel Jackson, head of the library, believes that Federal assistance has done two very important things in Hawaii. In addition to increasing library services, it has made legislators more aware of the value of libraries. Both political parties have in their new party platforms a plank endorsing increased support for libraries. It has also brought about a closer cooperation among the four island library systems. For the first time, library trustees are meeting together jointly twice a year to discuss common problems and exchange ideas.

Human interest stories abound on these islans where 50 percent of the population is under 24 years of age. It is interesting to see what has been accomplished with Federal funds as new services and new books are added to the resources available for this insatiable Fountain of Youth.

A beautiful new bookmobile was put into service on Oahu in January 1958. Christened Holoholo Akamai, Hawaiian for "traveling knowledge", its services are directed toward communities not served by a branch library. Following is an interesting account of the bookmobile as told by Mrs. Jackson:

"Patrons are as varied as the books we carry -- and that means about just everything. At first, owing to fund limitations, we stocked mostly recreational reading. But it immediately became obvious with the start of the service that everything a branch would buy should be bought for the bookmobile -- books on homemaking, gardening, flower arranging, travel, Hawaii, religion, "something for the children and something for my husband" who reads anything from Motor's Auto Manual to Zane Grey.

"New borrowers show up at every trip, as word of the service spreads. A new musical horn, advertised as resembling the Italian bus horn, makes us feel like the Pied Piper as patrons-to-be follow us to the next stop. There is the peppery little old lady who likes books about birds and animals because she's "rather tired of people now-a-days". And among our most appreciative and discriminationg readers are the retired couples who take their full twenty books at the stop by their homes and then drive five miles in the middle of the month to return them and borrow another twenty."

Schedules are posted on postoffice walls, hours are entered in church bulletins and the bookmobile is now becoming important in many communities. Word-of-mouth by satisfied customers is providing the best publicity of all. Continual requests for new stops keep bookmobile librarians busy revising the schedule.

Virgin Islands

The Virgin Islands plan was approved on December 10, 1957 and the first funds were received on January 21, 1958. This means the program is virtually only six months old. Enid M. Baa, Chief, Bureau of Libraries and Museums, is of the opinion the program will prove to be a most satisfactory improvement in the goal to total library service and an active and efficient coverage of the total population. In reporting progress to date she adds:

"The approval of additional appropriations by the Legislature for the activities of the public libraries has been a remarkably easy accomplishment as compared to some other proposed services for the community. The very application of the Library Services Act to the Virgin Islands was something that was welcomed without question by the Legislators because it had long been a recognized need which had to be neglected because of the lack of funds. Now that the Federal government was ready to initiate the extension of such services to rural areas in this manner, it was the easiest thing for them to do their share in this worthy cause...

"The Legislature of the Virgin Islands voted unanimously and passed a resolution recommending the initiation of a Bookmobile service for the island of St. Croix, and an extension of library services to all areas of the Virgin Islands.

"The methods by which this extension of library services was to be accomplished came under some scrutiny for a while. Certain formidable opposition existed to the use of the bookmobile unit which is a somewhat novel idea of a library on wheels. There was strong suspicion of extravagance or unwise use of Federal funds. This was dispelled only after it was explained how a single properly equipped library on wheels, traveling from one village to the other, servicing both schools and adults in each area, with a return visit another week away thereby insuring renewed contacts and up-to-dateness of materials, utilizing a minimum of personnel could economically surpass the operation of several small regional libraries, poorly equipped and inadequately staffed in isolated areas. The saving on the one hand and the service, and enthusiasm and efficiency created by the current up-to-dateness of the collection are features that cannot be overlooked in such a program...

"The island of St. Croix lies forty miles to the south of St. Thomas. Geographically it is apart from the Virgin Group on its north. The economy of St. Croix is rural and agricultural. The population is made up of half Spanish speaking (Puertorican in origin) and the other half is a native (combination of other nationalities) and English speaking. The majority of this total population live in the rural areas... The total population of the island is 12,103.

"In St. Thomas the economy is in tourism, harbour and rum industries. The majority of its population, 13,813 reside in the town of Charlotte Amalie which according to the Census was estimated at 11,469 but which

has grown to well over 13,000 in this year. Extended portions of the town will now have to be serviced by two additional city branch libraries, and the rural population which is small can be served from rural schools at four different points.

"St. John is a totally rural island with a population of 749 (U.S. Census, 1950) and this too can be serviced through its schools at two points. This island was designated the 29th U.S. National Park in December 1957. Both St. Thomas and St. John are toomountainous to accommodate a bookmobile program."

The book collections of all three existing public libraries in the Virgin Islands will be augmented by purchases from the appropriations from the Library Services Act. This, together with the purchase and equipment of the bookmobile unit, is the goal for the first year of the program activity.

The public libraries like the entire Department of Education and the Government of the Virgin Islands, have been reorganized under the Revised Organic Act for the Virgin Islands and operation is centralized with headquarters in the St Thomas Public Library. This affords greater efficiency, however, there is need for a certain amount of duplication because of the geographical separation by water especially between St. Thomas and St. Croix. Communication is by air, and telephone service between the islands is adequate. Nevertheless, it is necessary to maintain two Union Catalogs instead of one as in most other areas of the same size because of this water separation. Books selected for St. Croix must include both Spanish and English titles, whereas in St. Thomas and St. John only English is needed.

A resolution is to be sent from A.A.L.T. to A.L.A.
thanking the group for the Library Services Act
& deploring the fact that more of the
$1,000,000 has not been made available
2 years have passed with 3 more to go.